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3.0000 Transaction Processing

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3.1000 ACCOUNTS PAYABLE MENU

```
PCHL1000 V4.1              ADVANCED PURCHASING/INVENTORY    03/07/1996  10:08 AM
LINK TO:                        ACCOUNTS PAYABLE MENU


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             USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:


              (1)  - INVOICE HEADER ENTRY
              (2)  - VOUCHER HEADER ENTRY
              (3)  - EXCEPTION PROCESSING
              (4)  - EXCEPTION PROCESSING PROGRESS PAYMENT
              (5)  - ACCOUNTS PAYABLE INQUIRIES MENU
              (6)  - ACCOUNTS PAYABLE TABLE MAINTENANCE MENU
              (7)  - CREDIT MEMO HEADER ENTRY
              (8)  - DIRECT VOUCHER HEADER ENTRY

              (10) - TRAVEL MENU


              (CL) - EXIT
```

Screen Description

This menu is accessed from the Main menu (PCHL0000) when F1 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following eight selections:

■   Invoice Header Entry
■   Voucher Header Entry
■   Exception Processing
■   Exception Processing Progress Payment
■   Accounts Payable Inquiries Menu
■   Accounts Payable Table Maintenance Menu
■   Credit Memo Header Entry
■   Direct Voucher Header Entry
■   Travel Menu

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the user's Security Record.

Available Function Keys

Function Key	Action
F1—Invoice Header Entry	The system transfers to the Invoice Header Entry screen (PCHL1500). This screen allows the user to process a vendor's invoice for items purchased.
F2—Voucher Header Entry	The system transfers to the Voucher Header Entry screen (PCHL1410). This screen allows the user to inquire upon, create and/or post a voucher.
F3—Exception Processing	The system transfers to the Exception Processing screen (PCHL1460). From this screen, the user can exception match an invoice to a purchase order.
F4—Exception Processing Progress Payment	The system transfers to the Exception Processing screen (PCHL1465). From this screen, the user can exception match an invoice to a purchase order when a progress payment match type was used.
F5—Accounts Payable Inquiries Menu	The system transfers to the Accounts Payable Inquiries menu (PCHL1600). From this menu, the user can select options to view accounts payable inquiry screens.
F6—Accounts Payable Table Maintenance Menu	The system transfers to the Accounts Payable Table Maintenance menu (PCHL1300). From this menu, the user can select options to access accounts payable table maintenance screens.
F7—Credit Memo Header Entry	The system transfers to the Credit Memo Header Entry screen (PCHL1700). This screen allows the user to inquire upon, create and/or post a credit memo.
F8—Direct Voucher Header Entry	The system transfers to the Direct Voucher Header Entry screen (PCHL1800). This screen allows the user to inquire upon, create and/or post a direct voucher.
F10—Travel Menu	The system transfers to the Travel menu (PCHL1601). From this menu, the user can select options to access travel processing screens.
CL—Exit	The system transfers to the previously viewed screen.

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3.1410 VOUCHER HEADER ENTRY

```
PCHL1410 V4.1            ADVANCED PURCHASING/INVENTORY    12/19/2000   2:53 PM
LINK TO:                      VOUCHER HEADER ENTRY

VOUCHER NUMBER      : 071V0000030  1099:   DOC TYPE : VC    DUE DATE: 10/05/1999
ACTION INDICATOR    : P    PDT: MD DMI : R INTF TYPE: VE    EFF DATE: 09/30/1999
STATUS              : POST         NOTE: N BANK ID  : 000    PYMNT NO:
DEPARTMENT          : 07112460   DMB-OPS-BSSD-CONTRAC   DOC REF NO:
AMOUNT VOUCHERED    :          675.65 PART/FINAL: P (P/F)    CREATE: 10/05/99
PURCHASE ORDER NO   : 071P9000176    CHANGE NO : 010        UPDATE: 10/05/99
INVOICE NUMBER      : 8200235190    MATCH TYPE: P1          POST  : 10/05/99
VENDOR ID           : 2341270056   MILLAR ELEVATOR SERVICE COMPANY
ADDRESS       014   : PO BOX 73017-N


               CITY: CLEVELAND          ST: OH ZIP : 44193     CTRY: USA
VEN INVOICE DESC    : 4200003214/SEPT 1999          SERVICE DATE: 10/05/1999
FREIGHT             :                                :
                    :                                :
DISTRIBUTION METHOD: D   FCO:     CLIENT/PATIENT NO:         MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                 F3-DELETE               F5-NEXT      F6-VIEW DOC
F7-INTERAGY             F9-LINK     F10-SAVE    F11-VW ACCTG
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F2 is selected. This transaction processing screen allows the user to update header information for a voucher. The header defines information which is constant or defaulted from the invoice document. From this screen the user can also view the voucher's accounting and commodity detail information by selecting the appropriate function keys.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. Document type is retrieved from Department Maintenance Table (PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'VC' (voucher).

Available Function Keys

Function Keys	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Voucher Commodity Summary screen (PCHL1450). This screen summarizes the voucher document by line number.

F7—Interagy   The system transfers to the Interagency Accounting screen (PCHL1411). This screen allows the user to enter the other agency's accounting (i.e., seller accounting).

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the voucher record, based on the voucher ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Voucher Detail Entry screen (PCHL1420).

F11—Vw Acctg   The system transfers to the Voucher Accounting Information Summary screen (PCHL1430). This screen summarizes the associated purchase order accounting by suffix.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Voucher Number   Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

1099   Should be left blank so system can retrieve the proper value. These payment categories are used to record valid 1099 Reporting information for the State of Michigan and the Internal Revenue Service (IRS). The values for this field are defined in R★STARS D10 Object Code Profile and match the Assigned Box Number in the 1099 IRS form. The value retrieved in this field is based on the Comptroller Object entered in the Account Coding Block. (Optional)

Doc Type   Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'VC.' (Required)

Due Date   Enter up to an eight-digit due date. This is the date that the payment is due. This date must be greater than, or equal to, the current date. (Required)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' (Required)

PDT   Enter up to a two-character payment distribution type. If entered, this must exist in Miscellaneous Table 66 (PCHL5750). For interagency vouchers, this must be blank. The payment distribution type determines how transactions should be combined for warrants, direct deposits, and wire transfers (across documents, appropriated funds or batch agencies). Defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code, or if entered on the Invoice Header Entry screen (PCHL1500).

     A direct deposit (EFT) type PDT (e.g., DA) should be used except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.(Required except for interagency vouchers)

DMI   Enter the one-character disbursement method indicator. If entered, this

must exist in Miscellaneous Table 65 (PCHL5750). The disbursement method determines how transactions process through payment processing. For interagency vouchers, this must be blank. For direct deposits (EFT payments) this must be 'R' (regular). If nothing is entered in the DMI field, and the document is not an interagency voucher, the disbursement method indicator will default to 'R.' (Required except for interagency vouchers)

Intf Type   Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). For contract retainages, enter a two-character retainage interface type, which must also exist in Miscellaneous Table 'RI.' For interagency vouchers, enter a two-character interagency interface type, which must also exist in Miscellaneous Table 'IA.' The system defaults to 'VE.' (Required)

Eff Date   Enter up to an eight digit effective date which determines what fiscal period the voucher will post into the financial system. If no date is entered, the system will default to the current date. (Required)

Status   The document's current status is displayed.

Note   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Bank ID   Enter up to a three-character bank ID. This ID is used to identify a unique combination of ABA (transit) number and bank account number. For interagency vouchers, this must be '000.' This ID must exist in the R★STARS D56 Bank ID profile and the user must have security access. (Required)

Pymnt No   Enter up to a nine-character payment number. This is the number associated with a warrant or electronic fund transfer. (Optional)

Department   The system retrieves the department ID from the associated purchase order.

Department Name   The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID displayed.

Doc Ref No   Enter up to an eight-character document reference number. The user may enter any document number (or part of) that is to be referenced with the voucher number displayed. (Optional)

Doc Ref Suffix   Enter up to a three-character document reference suffix number. The user may enter any document suffix number that is to be referenced with the

document reference number entered. (Optional)

Amount Vouchered	The system calculates the dollar amount of the voucher to be posted into the financial system.
Part/Final	Enter a 'P' (Partial) or 'F' (Final) to designate a partial or final voucher payable transaction to the financial system. (Required)
Create	The date the document was created is displayed.
Purchase Order No	The system retrieves up to a 12-character purchase order ID associated with the invoice.
Change No	The system displays the change sequence number of the purchase order at the time the voucher was created.
Update	The document's latest update date is displayed.
Invoice Number	The system retrieves the vendor invoice number.
Match Type	The system retrieves the match type from the purchase order.
Post	The document's post date is displayed.
Vendor ID	The system retrieves the vendor ID associated with the purchase order number displayed.
Vendor Name	The system retrieves up to a 40-character name associated with the vendor ID displayed.
Vendor Mail Code	The system retrieves the vendor's mail code from the invoice. The user, with appropriate security, can change the mail code by entering a three-digit mail code. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)
Address	The system retrieves the vendor's address, based on the mail code displayed.
City	The system retrieves the vendor's city, based on the mail code displayed.
State	The system retrieves the vendor's state, based on the mail code displayed.
Zip	The system retrieves the vendor's zip code, based on the mail code

displayed.

Ctry | The system retrieves the vendor's country, based on the mail code displayed.

Ven Invoice Desc | The system retrieves up to a 30-character vendor invoice description from the Invoice Header Entry screen (PCHL1500).

Service Date | Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Freight | The system retrieves the freight amount, if entered on the invoice.

Other Charge Code | The system retrieves up to three other charge codes and associated titles, if entered on the invoice. This data is placed below and to the right of the freight amount field.

Other Charges Amount | The system retrieves the dollar amount of the other charges, if entered on the invoice. This data is placed to the right of the other charge titles.

Distribution Method | The accounting distribution method determines how to divide freight/other charges incurred after purchase order generation. This is retrieved, based on the invoice distribution method:

S	Charge to the single account classification
D	Divide to existing accounting classifications, or ignore if freight/other charges do not exist

FCO | Enter a one-character fund control override code, if fund controls may be overridden. (**Not used in Michigan**)

Client/Patient No | The system retrieves the client/patient number, if entered on the invoice.

MUPC | The system retrieves the Medical Uniform Procedure Code (MUPC), if entered on the invoice.

Date of Service | The system retrieves the date of the medical service, if entered on the invoice.

Master
Accounting
Information

These fields represent the accounting line to which freight and other additional charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001.

3.1411 INTERAGENCY ACCOUNTING

```
PCHL1411 V4.1              ADVANCED PURCHASING/INVENTORY    04/30/1997  10:00 AM
LINK TO: 1411                  INTERAGENCY ACCOUNTING

VOUCHER ID : 472Q7000431                           TOTAL:        1,567.99

SX AGY AY INDEX PCA    COBJ AOBJ GRANT  PH PROJ   PH  AG1  AG2  AG3    AMOUNT
02 485 97 10055        6810                                            550.00
03 485 97 10055        6810                                          1,017.99












 F1-HELP                 F3-DEL ACTG
           F8-NEXT PG    F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Voucher Header Entry screen (PCHL1410) when F7 is selected. This transaction processing screen allows the user to enter accounting distributions representing the credit (seller) side of the transaction.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the voucher ID from the Voucher Header Entry screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system deletes the accounting suffix line that the cursor is positioned on.
F8—Next Pg	The next page of accounting suffix lines is retrieved and displayed, based on the document ID and last accounting suffix displayed.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the accounting detail record, based on the document ID. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Voucher ID	Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific voucher record displayed, the voucher ID is retrieved. (Required)
Total	The system calculates and displays the total interagency voucher amount, based on the voucher ID entered.
Master Accounting Information	These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. (Required)

3.1420 VOUCHER DETAIL ENTRY

```
PCHL1420 V4.1              ADVANCED PURCHASING/INVENTORY        10/14/1999  10:21 AM
LINK TO:                        VOUCHER DETAIL ENTRY

VOUCHER ID    : 313V0000041     CS138 ID    : 313S0000115
PURCHASE ORDER: 313P0000022     REQUISITION: 313P0000022          LINE NO : 001
COMMODITY ID  : 910-04        BLINDS, WINDOW, CLEANING                U/M: EA.
QTY ORDERED   : 1.00              POC STATE TAX :     DISCOUNT :
POC UNIT COST : 389.99            POC LOCAL TAX :     PO TOTAL :             389.99
QTY VOUCHERED : 1.00              VCH STATE TAX :
VCH UNIT COST : 375.99            VCH LOCAL TAX :     VCH TOTAL:             375.99
    DESCRIPTION:                                      BLOCK 000 OF 000




 F1-HELP                                          F5-NEXT    F6-VIEW DOC
 F7-PRIOR BLK F8-NEXT BLK  F9-LINK      F10-SPECS  F11-VW ACCTG
```

Screen Description

This screen is accessed from the Voucher Header Entry screen (PCHL1410) when F10 is
selected. This transaction processing screen is the second step in processing a voucher. The
requisition line number refers to commodity information. This screen displays voucher detail
information by line number.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields. The system transfers the document number from the Voucher Header Entry screen
(PCHL1410), and displays voucher details including quantity, cost, and commodity information.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F5—Next	The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.
F6—View Doc	The system transfers to the Voucher Commodity Summary screen

(PCHL1450). This screen summarizes the voucher document by line number.

F7—Prior Blk The system retrieves the previous block of specification text.

F8—Next Blk The system retrieves the next block of specification text.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Specs The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F11—Vw Acctg The system transfers to the Voucher Accounting Information Summary screen (PCHL1430). This screen summarizes the associated purchase order accounting by suffix.

ENTER— The system retrieves the record, based on the document ID entered. If the
Inquire document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Voucher ID	Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)
CS138 ID	The system retrieves the CS138 ID associated with the Voucher ID entered if one exists.
Purchase Order	The system retrieves the purchase order ID associated with the voucher ID entered.
Requisition	The system retrieves the requisition ID associated with the purchase order

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ID displayed.

Line No   The system retrieves line number associated with the requisition ID
                     displayed.

Commodity ID   The system retrieves commodity ID associated with the line number
                     displayed.

Commodity Name   The system retrieves the commodity name, based on the commodity ID
                     displayed.

U/M   The system retrieves the unit of measure, based on the line number
                     displayed.

Qty Ordered   The system retrieves the quantity ordered from the purchase order.

POC State Tax   The system retrieves the purchase order state tax indicator. (**Not used in
                     Michigan**)

Discount   The system retrieves the purchase order discount.

POC Unit Cost   The system retrieves the unit cost associated with each commodity on the
                     purchase order.

POC Local Tax   The system retrieves the purchase order local tax indicator. (**Not used in
                     Michigan**)

PO Total   The system calculates the purchase order total amount based on quantity
                     ordered and purchase order unit cost.

Qty Vouchered   The system retrieves the quantity vouchered, which is the quantity of each
                     commodity line that successfully matched. *

Vch State Tax   The system retrieves the voucher state tax indicator. (**Not used in
                     Michigan**)

Vch Unit Cost   The system retrieves the voucher unit cost calculated in the matching
                     process.

Vch Local Tax   The system retrieves the voucher local tax indicator. (**Not used in
                     Michigan**)

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Vch Total   The system calculates the voucher total based on quantity vouchered, and unit cost.

Description   The system retrieves the free-form specification text associated with the requisition detail line.

Block   The system retrieves the number of text blocks. Enter up to a three-digit block number for inquiry. (Optional)

* See the ADPICS Terminal Users Guide or the ADPICS Data Entry Guide for further information on the Matching Process.

3.1460 EXCEPTION PROCESSING

```
PCHL1460 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
LINK TO:                       EXCEPTION PROCESSING

INVOICE NUMBER: IV0000000011              INVOICE SEQ: 00000201
PURCHASE ORDER: PO000034     REQUISITION ID: RQ0000012     LINE NO:  001
COMMODITY ID  : 1000-1000000-10    FELT TIP PENS           U/M:

QTY REMAINING :      10.00  PO UNIT COST :          1.00  PO DISCOUNT :
EXCEPTION QTY :      10.00  EXC UNIT COST:          1.00  IVC DISCOUNT:
VCH STATE TAX :             VCH LOCAL TAX :         TOTAL:
  DESCRIPTION:                                      BLOCK 001 OF 001
      THIS ORDER SHOULD BE DELIVERED TO THE 1ST FLOOR FRONT
      OFFICE ROOM #105




F1-HELP                                             F5-NEXT
F7-PRIOR BLK     F8-NEXT BLK     F9-LINK     F10-SAVE     F11-PROCESS
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F3 is selected. This transaction processing screen allows "forced" matching * to generate a voucher when matching rules are violated.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

* See ADPICS Data Entry Guide for further information on the Matching Process.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F5—Next	The system retrieves the next exception processing entry based on the requisition ID and line number displayed on the screen. If there are no more requisition detail entries, an end of file message is shown and processing begins with the first requisition detail entry for this exception match.
F7—Prior Blk	The system retrieves the previous block of specification text.

F8—Next Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the exception processing detail based on the vendor's invoice number, purchase order ID and requisition line.

F11—Process   The system processes the exception match. The system will generate a voucher and draw down appropriate balances (quantity remaining, remaining balance of purchase order).

ENTER—   The system retrieves the exception processing entry based on the vendor's
Inquire   invoice number, purchase order ID and requisition detail line number entered. If the invoice number/purchase ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Invoice Number	Enter up to a 14-character vendor's invoice number associated with an invoice sequence number (invoice document ID). This must exist in the Invoice Header Table (PCHL1500). (Required)
Invoice Seq	The system retrieves the invoice sequence number (invoice document ID), based on the vendor's invoice number entered.
Purchase Order	Enter up to a 12-character purchase order ID associated with the invoice number entered. This must exist in the Purchase Order Table (PCHL2340 or PCHL2360). (Required)
Requisition ID	The system retrieves the requisition ID associated with the purchase order ID entered.
Line No	The system retrieves the three-digit line number, based on the requisition ID displayed.

Commodity ID   The system retrieves the commodity ID, based on the requisition line
                      displayed.

Commodity Name   The system retrieves the commodity name, based on the commodity ID
                      displayed.

U/M   The system retrieves the unit of measure, based on the line number
                      displayed.

Qty Remaining   The system calculates the quantity of the commodity remaining open on the
                      purchase order, based on the line number displayed.

PO Unit Cost   The system retrieves the unit cost from the purchase order, based on the line
                      number displayed.

PO Discount   The system retrieves the discount from the purchase order, based on the line
                      number displayed.

Exception Qty   Enter up to an eight-digit exception quantity. This is the quantity that has a
                      unit cost different than the purchase order unit cost. If the user wants other
                      than '00' displayed after the decimal, they must type a decimal followed by
                      two digits. (Required)

Exc Unit Cost   Enter up to a 11-digit exception unit cost. If the user wants other than
                      '0000' displayed after the decimal, they must type a decimal followed by
                      four digits. (Required)

IVC Discount   Enter an invoice discount, if applicable. (Optional)

VCH State Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional)
                      (**Not used in Michigan**)

                              Blank or N   No tax
                              E   Tax is extra
                              I   Tax is included in the unit cost

VCH Local Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional)
                      (**Not used in Michigan**)

                              Blank or N   No tax
                              E   Tax is extra
                              I   Tax is included in the unit cost

Total   The system calculates the total line amount based on exception quantity, unit cost, discount, and taxes.

Description   The system retrieves the specification text associated with the commodity detail line entered on the requisition.

Block   The system retrieves the specification text block number.

3.1465 EXCEPTION PROCESSING ENTRY FOR PROGRESS PAYMENTS

```
PCHL1465 V4.1           ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
LINK TO:                       EXCEPTION PROCESSING

INVOICE NUMBER:  IV0000000005               INVOICE SEQ    :
PURCHASE ORDER: PO000003

REQUISITION ID: RQ000001       LINE NO : 001   U/M:
COMMODITY ID  : 100                      PENS
REMAINING BALANCE:     100.00     VCH GST      :      VCH PST       :
EXCEPTION AMOUNT :
   DESCRIPTION:                                    BLOCK 001 OF 001
     CONSULTING SERVICES FOR DEVELOPMENT SUPPORT




F1-HELP                                        F5-NEXT
F7-PRIOR BLK    F8-NEXT BLK    F9-LINK    F10-SAVE    F11-PROCESS
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F4 is selected. This transaction processing screen allows "forced" matching * to generate a voucher when matching rules are violated.

For start up processing, the current date and time are retrieved and moved to the appropriate screen fields.

* See ADPICS Data Entry Guide for further   information on the Matching Process.

Available Function Keys

Function Key   Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected

F5—Next   The system retrieves the next exception processing entry based on the requisition ID and line number displayed on the screen. If there are no more requisition detail entries, an end of file message is shown and processing begins with the first requisition detail entry for this exception match.

F7—Prior Blk   The system retrieves the previous block of specification text.

F8—Next Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the exception processing detail based on the vendor's invoice number, purchase order number, and requisition detail line associated with the purchase order.

F11—Process   The system processes the exception match. The system will generate a voucher and draw down appropriate balances (remaining balance of purchase order).

ENTER— Inquire   The system retrieves the exception processing entry based on the vendor's invoice number, purchase order ID and requisition detail line number entered. If the invoice number/purchase ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Invoice Number	Enter up to a 14-character vendor's invoice number associated with an invoice sequence number (invoice document ID). This must exist in the Invoice Header Table (PCHL1500). (Required)
Invoice Seq	The system retrieves the invoice sequence number (invoice document ID), based on the vendor's invoice number entered.
Purchase Order	Enter up to a 12-character purchase order ID associated with the invoice number entered. This must exist in the Purchase Order Table (PCHL2340 or PCHL2360). (Required)
Requisition ID	The system retrieves the requisition ID associated with the purchase order ID entered.

Line No

The system retrieves the three-digit line number, based on the requisition ID displayed.

U/M

The system retrieves the unit of measure, based on the line number displayed.

Commodity ID

The system retrieves the commodity ID, based on the requisition line displayed.

Commodity Name

The system retrieves the commodity name, based on the commodity ID displayed.

Remaining
Balance

The system calculates the dollar amount remaining on the purchase order for the line number displayed.

VCH GST

Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional) **(Not used in Michigan)**

Blank or N	No tax
E	Tax is extra
I	Tax is included in the unit cost

VCH PST

Enter a tax indicator (blank, N, E, or I) and a tax rate indicator. (Optional) **(Not used in Michigan)**

Blank or N	No tax
E	Tax is extra
I	Tax is included in the unit cost

Exception
Amount

Enter the exception dollar amount This is the dollar amount that has a unit cost different than the purchase order unit cost. If the user wants other than '00' displayed after the decimal, they must type a decimal followed by two digits. (Required)

Description

The system retrieves the specification text associated with the commodity detail line entered on the requisition.

Block

The system retrieves the specification text block number.

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Revised: **March 1, 2001**

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3.1500 INVOICE HEADER ENTRY

```
PCHL1500 V4.1          ADVANCED PURCHASING/INVENTORY      04/15/1997  12:00 PM
LINK TO:                     INVOICE HEADER ENTRY

INVOICE SEQ        : IVC000000011   DOC TYPE   : IV  VOUCHER NO  : VCH00007
INVOICE NUMBER     : 2              IVC DESC   :
ACTION INDICATOR   : P  INTERAGY: N INTF TYPE  : IV  IVC DATE    : 04/04/1997
PURCHASE ORDER NO  : PO9999999991   NOTE PAD   : N   DTE IVC REC : 04/04/1997
DEPT               : 027            PO DOC BAL :
PROPERTY ID        :                INVOICE AMT:          2.00
VENDOR ID          : 2999999999   G&G PENS
MAIL CODE    001   : 555 WASHINGTON STREET                MATCH TYPE : A2
                                                          STATUS     : POST
              CITY: LANSING                 ST: MI ZIP: 48825     CTRY: USA
F.O.B. POINT       : DEST           DISC TERMS  : NET      REJECT CODE :
DISTRIBUTION METHOD: D    DMI: M     PDT        :          LETTERS SENT:
FREIGHT            :                LIQ DAMAGES :          10.00
OTHER CHARGES:                                   CLIENT/PAT: 100
                                                 DT SERVICE: 04/04/1997
                                                 MUPC      : A1
SFX AGY AY INDEX PCA    COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                 F3-DELETE                  F5-NEXT      F6-VIEW DOC
                        F9-LINK       F10-SAVE     F11-VW ACCTG F12-REJECT
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F1 is selected. This transaction processing screen allows the user to save/update header information for an invoice. From this screen the user can also use the appropriate function keys to view the invoice's accounting and commodity detail information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. Document type is retrieved from Department Table Maintenance screen (PCHL5970). If a document type is not specified on PCHL5970, it defaults to 'IV.'

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Invoice Commodity Summary screen (PCHL1520). This screen summarizes the invoice document by requisition line number.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the invoice record, based on the invoice sequence number (document ID). If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Invoice Detail Entry screen (PCHL1510 or PCHL1515) depending on the match type.

F11—Vw Acctg   The system transfers to the Purchase Order/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the associated purchase order accounting by suffix.

F12—Reject   The invoice is marked for rejection and the invoice is unavailable for further processing.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Invoice Seq   Enter up to a 12-character invoice sequence number (document ID) to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'IV.' (Required)
Voucher No	The system displays the first voucher number associated with an invoice, when inquiring.
Invoice Number	Enter up to a 14-character invoice number, as specified on the vendor's invoice. (Required).
Ivc Desc	Enter up to a 30-character invoice description. If entered, this description must be a minimum of four characters. (Optional)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P' (post) and select F10—Save, to post the document. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)
Interagy	Enter a 'Y' if the system should generate an interagency voucher, or an 'N' if the system should not generate an interagency voucher. If a 'Y' is entered, the system will generate a unique document type voucher ID for an interagency voucher. (Required)
Intf Type	Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'XX.' (Required)
Ivc Date	Enter up to an eight-digit invoice date, as specified on vendor's invoice. (Required)
Purchase Order No	Enter up to a 12-character purchase order number associated with the invoice. This must exist in the Purchase Order/Contract Writing screen (PCHL2340 or PCHL2360). (Required)

Notepad	The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.
Dte Ivc Rec	Enter up to an eight-digit date the invoice was received. (Required)
Dept	The system defaults the department ID, based on the user's Security Record. (Required)
PO Doc Bal	The system retrieves the dollar balance associated with the purchase order entered.
Property ID	Enter up to a 10-character property ID. This is the ID for items that have a property number (i.e., fixed assets). (Optional)
Invoice Amt	The system calculates the dollar amount of the invoice, based on the detail information entered.
Vendor ID	The system retrieves the vendor ID associated with the purchase order number entered. The user may enter a vendor ID that is not the same as the purchase order vendor. The system will verify that the user is authorized to change the purchase order vendor on the invoice, based on the user's Security Record. (Required)
Vendor Name	When saved, the system retrieves up to a 40-character name associated with the vendor ID retrieved or entered.
Mail Code	When saved, the system retrieves the vendor's mail code from the purchase order. If the user enters a different vendor ID, the appropriate mail code must also be entered. (Required)
Match Type	The system retrieves the two character match type from the purchase order.
Document Status	The document's current status is displayed.
City	The system retrieves the vendor's city, based on the mail code displayed.
St	The system retrieves the vendor's state, based on the mail code displayed.
Zip	The system retrieves the vendor's zip code, based on the mail code displayed.
Ctry	The system retrieves the vendor's country, based on the mail code displayed.

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F.O.B. Point   The system retrieves the F.O.B. point from the purchase order.

Disc Terms   The system retrieves the discount terms from the purchase order.

Reject Code   Enter a two character reject code. This code must exist in Miscellaneous Table 69 (PCHL5750). (Required when rejecting an invoice)

Distribution   The accounting distribution method determines how to divide freight/other
Method   charges incurred after the purchase order was generated. (Required)

        S   Charge to the single account classification
        D   Divide to existing accounting classifications, or ignore if freight/other charges do not exist

DMI   Enter the one-character disbursement method indicator. This must exist in Miscellaneous Table 65 (PCHL5750). (Optional)

PDT   Enter a two-character payment distribution code. This code must exist in Miscellaneous Table 66 (PCHL5750). (Optional)

Letters Sent   The system retrieves the number of letters sent to vendors or agencies pertaining to the invoice. **(Not used in Michigan)**

Freight   Enter freight from the vendor's invoice. (Optional)

Liq Damages   Enter the liquidating damages amount. (Optional)

Other Charges   Enter a two-character other charge code if other charges are included on the vendor's invoice. This code must exist in Miscellaneous Table 67 (PCHL5750). (Optional)

Other Charge   Enter the dollar amount of any other charges included on the vendor's
Amount   invoice, in the blank space to the right of the other charge code. This is required if an other charge code is entered. (Optional)

Client/Pat   Enter up to a 10-character client patient number if the invoice is for client/patient medical services. (Optional)

Dt Service   Enter up to an eight-digit date of the medical service. (Optional)

MUPC   Enter up to a five-character Medical Uniform Procedure Code (MUPC) for the client/patient medical service. (Optional)

Master
Accounting
Information

These fields represent the accounting line to which freight and other additional charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001.

3.1510 INVOICE DETAIL ENTRY

```
PCHL1510 V4.1            ADVANCED PURCHASING/INVENTORY    08/15/1994     12:00 PM
LINK TO:                    INVOICE DETAIL ENTRY

INVOICE SEQ   : IV0000000022   INVOICE NUMBER:   INV10
PURCHASE ORDER: PO0000000055   REQUISITION   :   RQ7777777777  LINE NO :  001
COMMODITY ID  : 100                                            U/M     :  EA
QTY REMAINING :        0.00  PO UNIT COST:       10.0000   PO DISCOUNT :
QTY INVOICED  :        1.00  UNIT COST   :        2.0000   IVC DISCOUNT:
STATE TAX     :             LOCAL TAX    :          TOTAL:
   DESCRIPTION:                                        BLOCK 001 OF 001




F1-HELP                    F3-DELETE               F5-NEXT              F6-VIEW DOC
F7-PRIOR BLK   F8-NEXT BLK  F9-LINK      F10-SAVE   F11-VW SUMM
```

Screen Description

This screen is accessed from the Invoice Header Entry screen (PCHL1500) when F10 is selected. This transaction processing screen is the second step in processing an invoice. This screen contains quantity, cost and commodity information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Invoice Header Entry screen (PCHL1500).

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected
F3—Delete	The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next The system retrieves the next invoice detail entry, based on the requisition ID and line number displayed on the screen. If there are no more requisition detail entry lines, an end of file message is shown and processing begins with the first requisition detail entry line.

F6—View Doc The system transfers to the Invoice Commodity Summary screen (PCHL1520). This screen summarizes the invoice document by line number.

F7—Prior Blk The system displays the previous block of specification text.

F8—Next Blk The system displays the next block of specification text.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops..

F10—Save The system saves the invoice detail based on the invoice ID and line number If the record already exists, it is replaced.

F11—Vw Summ The system transfers to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the associated purchase order accounting by suffix.

ENTER—Inquire The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

Invoice Sequence Enter up to a 12-character invoice sequence number (document ID) to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific invoice record displayed, the invoice sequence number (document ID) is retrieved. (Required)

Invoice Number   The system retrieves vendor's invoice number, based on the invoice sequence number (document ID) displayed.

Purchase Order   The system retrieves the purchase order ID, based on the invoice sequence number (document ID) displayed.

Requisition   The system retrieves the requisition ID or direct purchase order ID, based on the invoice sequence number (document ID) displayed.

Line No   The system retrieves the requisition or direct purchase order line number, based on the Requisition ID displayed

Commodity ID   The system retrieves the commodity ID, based on the line number displayed.

Commodity Name   The system retrieves the commodity name, based on the commodity ID displayed.

U/M   The system retrieves the unit of measure, based on the line number displayed.

Qty Remaining   The system calculates and displays the quantity of the commodity remaining, based on the line number displayed.

PO Unit Cost   The system retrieves the unit cost, based on the line number displayed.

PO Discount   The system retrieves the discount from the purchase order.

Qty Invoiced   Enter up to a seven-digit quantity invoiced from the vendor's invoice. (Required)

Unit Cost   Enter up to a nine-digit invoice unit cost from the vendor's invoice. (Required)

IVC Discount   Enter a discount dollar amount from the vendor's invoice. (Optional)

State Tax   Enter the tax indicator: **(Not used in Michigan)**

Blank or N	No tax
E	Tax is extra
I	Tax is included in the unit cost

Local Tax   Enter the tax indicator: **(Not used in Michigan)**

Blank or N	No tax
E	Tax is extra
I	Tax is included in the unit cost

Total
: The system calculates the total dollar amount, based on quantity invoiced and unit cost.

Description
: The system retrieves the specification text associated with the commodity detail line entered on the requisition.

Block
: The system retrieves the specification text block number.

3.1515 INVOICE DETAIL ENTRY FOR PROGRESS PAYMENTS

```
PCHL1515 V4.1              ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
LINK TO:                        INVOICE DETAIL ENTRY

INVOICE SEQ   : 00000202      INVOICE NUMBER: 001

PURCHASE ORDER: PO000034        REQ: RQ00000034    LINE NO : 000   U/M:
COMMODITY ID  : 100             PENS
TOTAL REMAINING ON PO:        100,000.00 GST      :        PST     :
TOTAL AMOUNT INVOICED:        103,000.00

  DESCRIPTION:                                     BLOCK 001 OF 001
    CONSULTING SERVICES FOR DEVELOPMENT SUPPORT




 F1-HELP                  F3-DELETE              F5-NEXT        F6-VIEW DOC
 F7-PRIOR BLK   F8-NEXT BLK  F9-LINK    F10-SAVE    F11-VW ACCTG
```

Screen Description

This screen is accessed from the Invoice Header Entry screen (PCHL1500) when F10 is selected and the match type is a progress payment match type. This transaction processing screen is the second step in processing an invoice. The requisition line number refers to commodity information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Invoice Header Entry screen (PCHL1500) and generates a new line number for each detail. The invoice header suffixes and the accounting treatments they refer to are displayed in the accounting information section in the lower part of the screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected

F3—Delete   The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next invoice detail entry, based on the requisition ID and line number displayed on the screen. If there are no more requisition detail entry lines, an end of file message is shown and processing begins with the first requisition detail entry line.

F6—View Doc   The system transfers to the Invoice Commodity Summary screen (PCHL1520). This screen summarizes the invoice document by line number.

F7—Prior Blk   The system displays the previous block of specification text.

F8—Next Blk   The system displays the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops..

F10—Save   The system saves the invoice detail based on the invoice ID and line number If the record already exists, it is replaced.

F11—Vw Acctg   The system transfers to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the associated purchase order accounting by suffix.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Invoice Sequence   Enter up to a 12-character invoice sequence number (document ID) to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific invoice record displayed, the invoice

sequence number (document ID) is retrieved. (Required)

Invoice Number	The system retrieves vendor's invoice number, based on the invoice sequence number (document ID) displayed.
Purchase Order	The system retrieves the purchase order ID, based on the invoice sequence number (document ID) displayed.
Requisition	The system retrieves the requisition ID or direct purchase order ID, based on the invoice sequence number (document ID) displayed.
Line No	The system retrieves the requisition or direct purchase order line number, based on the Requisition ID displayed
U/M	The system retrieves the unit of measure, based on the line number displayed.
Commodity ID	The system retrieves the commodity ID, based on the line number displayed.
Commodity Name	The system retrieves the commodity name, based on the commodity ID displayed.
Total Remaining on PO	The system calculates the amount remaining on the purchase order for the commodity ID displayed.

GST　　　　　　　　Enter a tax indicator (Blank, N, E or I) and a tax rate indicator. (Optional)
　　　　　　　　　　(Not used in Michigan)

　　　　　　　　　　　　Blank or N　　No tax
　　　　　　　　　　　　E　　　　　　Tax is extra
　　　　　　　　　　　　I　　　　　　Tax is included in the unit cost

PST　　　　　　　　Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional)
　　　　　　　　　　(Not used in Michigan)

　　　　　　　　　　　　Blank or N　　No tax.
　　　　　　　　　　　　E　　　　　　Tax is extra
　　　　　　　　　　　　I　　　　　　Tax is included in the unit cost

Total Amount　　　　Enter the dollar amount invoiced. (Required)
Invoiced

Description   The system retrieves the specification text associated with the commodity
detail line entered on the requisition.

Block   The system retrieves the specification text block number.

3.1601 TRAVEL MENU

```
PCHL1601 V4.1            ADVANCED PURCHASING/INVENTORY    10/06/2000  11:24 AM
 LINK TO:                         TRAVEL MENU

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             USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

              (1)  - TRAVELER MASTER TABLE
              (2)  - TRAVEL RATE TABLE
              (3)  - TRAVEL LOCATION TABLE
              (4)  - TRAVEL POINT TO POINT MILEAGE TABLE
              (5)  - TRAVEL PURPOSE TABLE
              (6)  - TRAVEL AUTH/ADV HEADER ENTRY
              (7)  - TRAVEL VOUCHER HEADER ENTRY
              (8)  - TRAVELER TRAVEL AUTH/ADV SUMMARY

              (10) - TRAVELER TRAVEL VOUCHER SUMMARY


              (CL) - EXIT


```

Screen Description

This menu is accessed from the Accounts Payable menu (PCHL1000) when F10 is selected.
This menu displays all the selections the user is authorized to access by checking the user's
Security Record. This menu allows the following nine selections:

■   Traveler Master Table
■   Travel Rate Table
■   Travel Location Table
■   Travel Point to Point Mileage Table
■   Travel Purpose Table
■   Travel Auth/Adv Header Entry
■   Travel Voucher Header Entry
■   Traveler Travel Auth/Adv Summary
■   Traveler Travel Voucher Summary

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields. The menu selections are built based on the Program Security record for the current
user log-in.

Available Function Keys

Function Keys   Action

F1—Traveler Master Table   The system transfers to the Traveler Master Table (PCHL1620). This table maintenance screen allows the user to enter and/or view traveler information.

F2—Travel Rate Table   The system transfers to the Travel Rate Table (PCHL1630). This table maintenance screen allows the user to enter and/or view travel rate information.

F3—Travel Location Table   The system transfers to the Travel Location Table (PCHL1640). This table maintenance screen allows the user to enter and/or view travel location information.

F4—Travel Point to Point Mileage Table   The system transfers to the Travel Point to Point Mileage Table (PCHL1645). This table maintenance screen allows the user to enter and/or view travel point to point mileage information.

F5—Travel Purpose Table   The system transfers to the Travel Purpose Table (PCHL1650). This table maintenance screen allows the user to enter and/or view travel purpose information.

F6—Travel Auth/Adv Header Entry   The system transfers to the Travel Auth/Adv Header Entry screen (PCHL1605). This transaction processing screen allows the user to enter travel authorization/advance information.

F7—Travel Voucher Header Entry   The system transfers to the Travel Voucher Header Entry screen (PCHL1900). This transaction processing screen allows the user to enter travel voucher information.

F8—Traveler Travel Auth/Adv Summary   The system transfers to the Traveler Travel Auth/Adv Summary screen (PCHL1660). This inquiry screen allows the user to view a summary of travel authorization/advance information.

F10—Traveler Travel Voucher Summary   The system transfers to the Traveler Travel Voucher Summary screen (PCHL1661). This inquiry screen allows the user to view a summary of travel voucher information.

CL—Exit   The system transfers to the previously viewed screen.

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3.1605 TRAVEL AUTH/ADV HEADER ENTRY

```
PCHL1605 V4.1            ADVANCED PURCHASING/INVENTORY   12/19/2000   2:24 PM
 LINK TO:                   TRAVEL AUTH/ADV HEADER ENTRY

 TRAVEL AUTH/ADV ID: 071A0000015   DOC TYPE  : TA       EFF DATE : 10/05/1999
 ACTION IND        : P            INTF TYPE : TA        DUE DATE : 10/13/1999
 PDT               : MA   DMI : R  BANK ID   : 000      PYMNT NO :
 DEPARTMENT        : 07101200 DMB-ADM SVCS-OPERATIONS        NOTE   : N
 CONTACT           : DENICE BALLARD                      STATUS : POST
 TELEPHONE         : 517   373-7567       EXT :          CREATE : 10/05/99
 AMOUNT            :        565.00 REMAINING:            UPDATE : 10/05/99
 VENDOR ID         : 3388887687 JONES COLLEEN MARGUERITTE   POST   : 10/05/99
 ADDRESS      P01 :                            SERVICE DATE : 10/05/1999
              4426 SHADY DRIVE                 OPEN ADV IND : N
 CITY              : LANSING            ST : MI ZIP: 48917      CTRY: USA
 DESCRIPTION       : ORLANDO, FL                ADVANCE TYPE : T (N,P,T)
 PURPOSE CODE      : VTS001   TRAINING/CONFERENCES/SEMINARS
 DEPART DATE       : 10/20/1999  DEPART TIME : 08 : 00 AM
 RETURN DATE       : 10/24/1999  RETURN TIME : 05 : 00 PM
 FCO               :                    1099 :
 EXPEDITE PROC REQ : N  EXPEDITE REASON CODE :


 F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT
 F7-EMPL SUMM             F9-LINK      F10-SAVE    F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F6 is selected. This
transaction processing screen allows the user to save/update header information for a travel
authorization/advance. The header defines information which is constant or defaulted
throughout the travel authorization/advance document. From this screen the user can also use
the appropriate function keys to enter travel authorization/advance detail and view the travel
authorization/advance's accounting and employee summary information.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields. The Document type is retrieved from the Department Maintenance Table
(PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'TA' (travel
advance).

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to

select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document (confidential vendors are not listed).

F3—Delete   The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record

F7—Empl Summ   The system transfers to the Traveler Travel Auth/Adv Summary screen (PCHL1660), which summarizes travel documents by vendor ID number.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the travel authorization/advance record, based on the travel authorization/advance ID displayed. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Travel Auth/Adv Detail Entry screen (PCHL1610).

F11—Vw Acct   The system transfers to the Travel Auth/Adv Accounting Information Summary screen (PCHL1625). This screen provides summary accounting information for the travel authorization/advance ID displayed.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Travel Auth/Adv	Enter up to a 12-character travel authorization/advance ID to inquire on a

ID	specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'TA.' (Required)
Eff Date	Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P' (post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)
Intf Type	Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'TA.' If a travel advance payment is not required (Advance Type = N), this must be changed to 'XX.' (Required)
Due Date	Enter up to an eight-digit due date. This is the date that the payment is due for the travel advance. This date must be greater than, or equal to, the current date. (Optional)

PDT   Enter a two-character payment distribution type. This must exist in Miscellaneous Table 66 (PCHL5750). This determines how transactions should be combined for warrants, direct deposits, and wire transfers (across documents, appropriated funds or batch agencies). Defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code.

A direct deposit (EFT) type PDT (e.g., DA) should be used except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction. (Required)

DMI   Enter the one-character disbursement method indicator. This must exist in the Miscellaneous Table 65 (PCHL5750). The disbursement method determines how transactions process through payment processing. For direct deposits (EFT payments) this must be 'R' (regular). If nothing is entered in the DMI field, the disbursement method indicator will default to 'R.' (Required)

Bank ID   Enter up to a three-character bank ID. The bank ID is used to identify a unique combination of ABA (transit) number and bank account number. This ID must exist in the R★STARS D56 Bank ID profile, and the user must have security access. This field defaults to '000.' (Required)

Pymnt No   Enter up to a nine character payment number. This is the number associated with a manual warrant. (Required if DMI is 'M')

Department   Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)

Department Name   The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.

Note   The system displays 'N' if there are no notes associated with the travel authorization/advance or 'Y' if notes have been attached.

Contact   The system retrieves the contact person's name, up to 40 characters, from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary.

Status   The document's current status is displayed.

Telephone | The system retrieves the contact person's three-digit area code and seven-digit telephone number from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary.

Ext | The system retrieves the contact person's four-digit telephone extension

from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary.

Create | The document's create date is displayed.

Amount | The system displays the total travel authorization/advance dollar amount.

Remaining | The system calculates and displays the dollar amount outstanding on the travel advance.

Update | The document's latest update date is displayed.

Vendor ID | Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)

Vendor Name | The system retrieves up to a 30-character traveler name, based on the vendor ID entered.

Post | The document's post date is displayed.

Address | Enter the three-character vendor mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). The system retrieves the employee's address based on the vendor ID and mail code entered. (Required)

Service Date | Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Open Adv Ind | Enter either 'Y' (Yes) or 'N' (No). If the value is 'Y,' the system will perform an edit when the document is saved, to determine if outstanding travel authorizations/advances exist for the vendor ID displayed. If the value is 'N,' the edit will not be performed. The system defaults to 'Y.'

(Required)

City	The system retrieves the employee's city, based on the vendor mail code entered.
State	The system retrieves the employee's state, based on the vendor mail code entered.
Zip	The system retrieves the employee's zip code, based on the vendor mail code entered.
Ctry	The system retrieves the employee's country code, based on the vendor mail code entered.
Description	Enter up to a 30-character travel authorization/advance description. (Required)
Advance Type	Enter a one-digit advance type code. Advance type 'N' is for None (non-monetary). Monetary advance types are 'P' for Permanent, and 'T' for Temporary. (Required)
Purpose Code	Enter a six-character travel purpose code. This code is used to identify the reason for travel (e.g., conference, meeting). The code must exist in the Travel Purpose Table (PCHL1650). (Required)
Purpose Description	The system retrieves the purpose description, based on the purpose code entered.
Depart Date	Enter up to an eight-digit departure date. This is the date that the traveler expects to depart. (Required)
Depart Time	Enter a four-digit departure time (HH:MM). This is the time that the traveler expects to depart. (Required)
Depart Time AM/PM	Enter AM or PM. (Required)
Return Date	Enter up to an eight-digit return date. This is the date that the traveler expects to return. This date must be greater than or equal to the departure date. (Required)
Return Time	Enter a four-digit return time (HH:MM). This is the time that the traveler expects to return. (Required)

Return Time   Enter AM or PM. (Required)
AM/PM

FCO   Enter a one-character fund control override code, if fund controls may be
                     overridden. **(Not used in Michigan)**

1099   Should be left blank so system can retrieve the proper value. These
                     payment categories are used to record valid 1099 Reporting information for
                     the State of Michigan and the Internal Revenue Service (IRS). The values
                     for this field are defined in R★STARS D10 Object Code Profile and match
                     the Assigned Box Number in the 1099 IRS form. The value retrieved in this
                     field is based on the Comptroller Object entered in the Account Coding
                     Block. (Optional)

Expedite Proc   Enter a 'Y' (yes) to request expedited processing, or an 'N' (no) when
Req   expedited processing is not necessary. (Required)

Expedite Reason   Enter a two-digit expedite reason code. This must exist in the
Code   Miscellaneous Table 'RC' (PCHL5750). (Required if Expedite Proc Req is
                     'Y')

Expedite Reason   The system retrieves the description of the reason for the expedite request,
Description   based on the expedite reason code entered.

3.1610 TRAVEL AUTH/ADV DETAIL ENTRY

```
PCHL1610 V4.1              ADVANCED PURCHASING/INVENTORY      10/17/1997  12:00 PM
LINK TO:                  TRAVEL AUTH/ADV DETAIL ENTRY

TRAVEL AUTH/ADV ID: 472A5678901

ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3      AMOUNT
01 472 95 99995 99995 7205                                            777.77




    MORE ACCOUNTING: N              CURRENT DETAIL ACCOUNTING AMOUNT:       777.77

F1-HELP                   F3-DEL ACTG  F4-ACCTG     F5-NEXT
                          F9-LINK      F10-SAVE     F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel Auth/Adv Header Entry screen (PCHL1605) when F10 is selected. This transaction processing screen is the second step in processing a travel authorization/advance. This screen allows the user to enter accounting information associated with the travel authorization/advance.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system will delete the accounting line that the cursor is positioned on.

F4—Acctg   The system transfers to the Extended Travel Auth/Adv Detail Entry screen (PCHL1611). This screen displays the accounting detail for the document ID displayed on the screen, and allows the user to add more accounting lines to the document, if needed.

F5—Next   The system retrieves and displays the next travel authorization/advance detail based on the travel authorization/advance ID displayed on the screen.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the travel authorization/advance detail record, based on the travel authorization/advance ID displayed. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Travel Auth/Adv Accounting Information Summary screen (PCHL1625). This screen provides summary accounting information for the travel authorization/advance ID displayed.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Travel Auth/Adv ID	Enter up to a 12-character travel authorization/advance ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel authorization/advance record displayed, the travel authorization/advance ID is retrieved. (Required).
Accounting Information	These fields represent the accounting line(s) to which travel charges are applied. At least one line is required. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001

Amount   Enter the dollar amount to be applied to each account code combination.
                    (Required)

More Accounting   The system displays 'N' (no) if there is no more accounting for the travel
                    authorization/advance displayed, or 'Y' (yes) if there is more accounting.

Current Detail   The system displays the current detail accounting amount, for the travel
Accounting   authorization/advance ID displayed.
Amount

3.1611 EXTENDED TRAVEL AUTH/ADV DETAIL ENTRY

```
PCHL1611 V4.1            ADVANCED PURCHASING/INVENTORY      10/17/1997  12:00 PM
LINK TO:                EXTENDED TRAVEL AUTH/ADV DETAIL ENTRY

TRAVEL AUTH/ADV ID: 472A5678901

ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    AMOUNT
01 472 95 99995 99995 7205                                              777.77




                             CURRENT DETAIL ACCOUNTING AMOUNT:      777.77

F1-HELP                 F3-DEL ACTG              F5-NEXT
F7-PRIOR PG  F8-NEXT PG  F9-LINK     F10-SAVE    F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel Auth/Adv Detail Entry screen (PCHL1610) when F4 is selected. This transaction processing screen allows entry of up to 99 accounting suffix lines for a travel authorization/advance.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the travel authorization/advance ID from the Travel Auth/Adv Detail Entry screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system will delete the accounting line that the cursor is positioned on.

F5—Next   The system retrieves and displays the next extended travel authorization/advance detail based on the travel authorization/advance ID displayed on the screen.

F7—Prior Pg   The previous page of accounting lines is retrieved and displayed, based on the travel authorization/advance ID and first accounting suffix displayed. If the first suffix is already displayed, an error message is shown.

F8—Next Pg   The next page of accounting lines is retrieved and displayed, based on the travel authorization/advance ID and last accounting suffix displayed. If the last suffix is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the extended travel authorization/advance detail, based on the travel authorization/advance ID displayed. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Travel Auth/Adv Accounting Information Summary screen (PCHL1625). This screen provides summary accounting information for the travel authorization/advance ID displayed.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Travel Auth/Adv ID	Enter up to a 12-character travel authorization/advance ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel authorization/advance record displayed, the travel authorization/advance ID is retrieved. (Required)

Accounting Information	These fields represent the accounting line(s) to which travel charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001
Amount	Enter the dollar amount to be applied to each account code combination. (Required)
Current Detail Accounting Amount	The system displays the current detail accounting amount for the travel authorization/advance ID displayed.

ADPICS

Terminal Users Guide

Transaction Processing

3.1700 CREDIT MEMO HEADER ENTRY

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY   12/19/2000   2:32 PM
 LINK TO:                    CREDIT MEMO HEADER ENTRY
 CREDIT MEMO ID  : 071F0000005   DOC TYPE : CM          EFF DATE : 03/01/2000
 ACTION IND      : P            CM DATE  : 12/28/1999 INTF TYPE: VE
 VOUCHER ID      : 071V0005817   CRDT ALL :   (Y/N)    PDT      : MA
 VEN INVOICE NO  : 711797        OPEN PO  : N (Y/N)    PO ID    : 071P0001311
 DEPARTMENT      : 07112600      BANK ID  : 000        PYMNT NO : 204639243
 CONTACT         : GINNY WONSEY                         STATUS: POST
 TELEPHONE       : 517    373-7579   EXT               CREATE: 03/01/2000
 CM AMOUNT       :           970.40                    UPDATE: 03/01/2000
 VENDOR ID       : 2130872805  INTERNATIONAL PAPER CO  POST  : 03/01/2000
 ADDRESS     048 : XPEDX-CARPENTER GROUP               NOTE  : N
                   3710 ROGER CHAFFEE BOULEVARD SE      1099  :
           CITY : GRAND RAPIDS            ST: MI ZIP: 49501-2709 CTRY: USA
 CM DESCRIPTION  : SHIPPED INCORRECTLY               SERVICE DATE: 03/01/2000
 FREIGHT         :               VEN CM NO : 712673        FCO :
 OTHER CHARGES   :                             REJECT CODE :
                                               PRINT       : N
                                               DIST METHOD : D
 SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

 F1-HELP     F2-SELECT   F3-DELETE              F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK     F10-SAVE   F11-VW ACCT F12-PRINT
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F7 is selected. This transaction processing screen allows the user to process credit memos. The header defines information which is constant or defaulted from the voucher document, based on the voucher ID entered. From this screen, the user can view the credit memo's commodity and accounting information by selecting the appropriate function keys.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. Document type is retrieved from the Department Table (PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'CM' (credit memo).

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the

selection.

F3—Delete   The system deletes the document record if the user has appropriate
authority. If the document record does not exist, or the document is posted,
an error message is shown and processing stops.

F5—Next   The system retrieves the next credit memo, based on the credit memo ID
displayed on the screen. If there are no more credit memo documents, an
end-of-file message is shown and processing begins with the first credit
memo document.

F6—View Doc   The system transfers to the Credit Memo Commodity Summary screen
(PCHL1720). This screen summarizes the credit memo document by line
number.

F8—Sel Terms   The system transfers to the Specifications/Terms Selection screen
(PCHL2126). This screen allows the user to select standard specifications
or terms, or enter free-form specifications or terms. Terms are attached to
documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field,
providing the user has the appropriate security. If security does not allow
access to the screen number entered, a message is displayed and processing
stops.

F10—Save   The system saves the credit memo record, based on the credit memo ID. If
the record already exists, it is replaced. After the required elements have
been entered, this function transfers to the Credit Memo Detail Entry screen
(PCHL1710). When the credit all indicator is 'Y,' the system retrieves the
detail line information from the voucher. When the indicator is 'N,' the
detail line information must be entered.

F11—Vw Acct   The system transfers to the Credit Memo Accounting Information Summary
screen (PCHL1725). This screen summarizes the credit memo document by
accounting suffix.

F12—Print   The system sends the document, based on the document ID currently
displayed on the screen, to the printer assigned to the user's terminal, or
queues the record for batch processing, depending upon the user's site.

ENTER— Inquire	The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
Credit Memo ID	Enter up to a 12-character credit memo ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'CM.' (Required)
Eff Date	Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P' (post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)
CM Date	Enter up to an eight-digit credit memo date as specified on the vendor's advice of credit. If no date is entered, the system will default to the current date. (Required)

Intf Type
The system retrieves the two-character interface type from the voucher or direct voucher, based on the voucher ID entered.

Voucher ID
Enter up to a 12-character voucher or direct voucher ID for which the credit memo is associated. (Required)

Crdt All
Enter a one-character credit all indicator. A 'Y' indicates that all of the items on the associated voucher are to be credited. An 'N' indicates that not all of the items on the associated voucher are to be credited. When all of the items are to be credited, and the Credit Memo Detail Entry screen (PCHL1710) is accessed, the system will retrieve the detail line information. (Optional)

PDT
Enter up to a two-character payment distribution type. This must exist in Miscellaneous Table 66 (PCHL5750). This determines how transactions should be combined for warrants, direct deposits, and wire transfers (across documents, appropriated funds or batch agencies). The entered PDT must combine across documents. If not entered, the PDT will be retrieved, based on the Voucher ID entered. (Required)

Ven Invoice No
The system retrieves the vendor invoice number, based on the voucher ID entered.

Open PO
Enter a one-character open purchase order indicator. A 'Y' indicates that the associated purchase order that currently has the status CLOS should be opened for further action. An 'N' indicates that the associated purchase order that currently has the status CLOS should not be opened for further action. When saved, the system retrieves an 'N' when the associated purchase order is already open, or when the voucher ID is for a direct voucher. (Required).

PO ID
The system retrieves the purchase order ID associated with the entered voucher ID. This field will remain blank for direct vouchers.

Department
The system retrieves the department ID, based on the voucher ID entered.

Bank ID
The system retrieves the three-character bank ID from the voucher being credited. This ID is used to identify a unique combination of ABA (transit) number and bank account number. This ID must exist in the R★STARS D56 Bank ID profile, and the user must have security access. The bank ID may be changed by overtyping. (Required)

Pymnt No   The system retrieves the warrant number from the financial system after the associated credit offset payment is made.

Contact   The system retrieves the contact person's name, up to 40 characters, from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Status   The document's current status is displayed.

Telephone   The system retrieves the contact person's three-digit area code and seven-digit telephone number from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Ext   The system retrieves the contact person's four-digit telephone extension from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Create   The document's create date is displayed.

CM Amount   The system retrieves the total dollar amount of the credit memo to be posted into the financial system, from the PCHL1710.

Update   The document's latest update date is displayed.

Vendor ID   The system retrieves the vendor ID, based on the voucher ID entered.

Vendor Name   The system retrieves up to a 40-character name from the voucher/direct voucher.

Post   The document's post date is displayed.

Address   The system retrieves the vendor's three-digit mail code and two-line mailing address from the voucher/direct voucher. The vendor's address can be changed by entering a different mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)

Note   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

1099   The system retrieves the 1099 indicator, based on the voucher ID entered, if the 1099 indicator was entered on the voucher.

City   The system retrieves the vendor's city, based on the mail code displayed.

St   The system retrieves the vendor's state, based on the mail code displayed.

Zip   The system retrieves the vendor's zip code, based on the mail code displayed.

Ctry   The system retrieves the vendor's country, based on the mail code displayed.

CM Description   Enter up to a 30-character credit memo description. (Optional)

Service Date   Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Freight   Enter the dollar amount of any freight charges that are to be credited. If entered, the charges must exist on the associated voucher. (Optional)

Ven CM No   Enter up to a 14-character vendor credit memo number. This number will print on the credit memo document. (Optional)

FCO   Enter a one-character fund control override code, if fund controls may be overridden. **(Not used in Michigan)**

Other Charges   The system retrieves up to three other charge codes and their associated titles, if entered on the associated voucher.

                     Enter the dollar amount of any other charges that are to be credited, in the space to the right of the other charge title. If entered, the charges must exist on the associated voucher. (Optional)

Reject Code   Enter the two-character reject code associated with the reason for rejection of the associated commodity(ies). This is for informational purposes only. If entered, this code must exist in Miscellaneous Table 58 (PCHL5750). (Optional)

Print   The system displays 'N' if the credit memo has not been printed, or 'Y' if the document has been printed.

Distribution   The accounting distribution method determines how to divide freight/other
Method   charges incurred after purchase order generation. This is retrieved from the
voucher. (Required)

S   Charge to the single account classification
D   Divide to existing accounting classifications, or ignore if
   freight/other charges do not exist

Master   The system retrieves the accounting line to which freight and other
Accounting   additional charges are applied, based on the voucher ID displayed. The
Information   accounting information and format displayed on each screen is dependent
upon the financial accounting software integrated with ADPICS. Field
descriptions of the implementation of ADPICS with R★STARS is
contained in Section 1.0001.

3.1710 CREDIT MEMO DETAIL ENTRY

```
PCHL1710 V4.1              ADVANCED PURCHASING/INVENTORY    05/17/1996   9:51 AM
LINK TO:                      CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 472F6300531    LINE NO     : 001
COMMODITY      : 725-56-75        TELEPHONE PARTS AND ACCESSORIES, ELECTRONIC
VOUCHER ID     : 472V6200633    VCH LINE NO : 001
QTY CREDITED   :      100.00   STATE TAX  :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:        5.0000    TOTAL COST:         500.00
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                  BLOCK 001 OF   001
THIS COMMODITY DOES NOT MEET THE STATE'S STANDARDS AS SPECIFIED ON     <
THE ASSOCIATED PURCHASE ORDER.AS A RESULT, THE ABOVE QUANTITY IS BEING <
RETURNED.  DO NOT REPLACE.                                             <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <

F1-HELP       F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT        F6-VW DOC
F7-PR BLK     F8-NX BLK     F9-LINK       F10-SAVE     F11-VW ACCT
G014 – RECORD FOUND
```

Screen Description

This screen is accessed from the Credit Memo Header Entry screen (PCHL1700) when F10 is selected. This transaction processing screen is the second step in processing a credit memo. This screen contains commodity, quantity, and cost information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Keys	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	When the cursor is positioned on the voucher line number field, the system transfers to the Voucher Commodity Summary screen (PCHL1450) for a voucher, or to the Direct Voucher Commodity Summary screen (PCHL1820) for a direct voucher. This allows the user to select a commodity line to be credited.

F3—Delete   The system deletes the credit memo detail record, based on the credit memo ID and line number, if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F4—Blk Func   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a Spec ID to copy:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

F5—Next   The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The system transfers to the Credit Memo Commodity Summary screen (PCHL1720). This screen summarizes the credit memo document by commodity line number.

F7—Pr Blk   The system retrieves the previous block of specification text.

F8—Nx Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the credit memo detail based on the credit memo ID and line number. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Credit Memo Accounting Information Summary screen (PCHL1725). This screen summarizes the credit memo document by accounting suffix.

ENTER— Inquire	The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Credit Memo ID	Enter up to a 12-character credit memo ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
Commodity	The system retrieves the commodity ID, based on the voucher ID and voucher line number displayed.
Commodity Name	The system retrieves the valid commodity name, up to 40 characters, as it appears in the Commodity Table (PCHL5100).
Voucher ID	The system retrieves the voucher ID, based on the credit memo ID displayed.
Vch Line No	The system retrieves the first voucher line number, based on the Voucher ID and commodity ID displayed, when the Credit All field of the Credit Memo Header Entry screen (PCHL1700) is 'Y.' Enter the voucher line number to be credited, when the Credit All field of the Credit Memo Header Entry screen (PCHL1700) is 'N.' (Required)
Qty Credited	Enter up to a nine-digit quantity to be credited. If the user wants other than '00' after the decimal, the user must insert the decimal and up to two digits following the decimal. For progress payments, this must be '1.00.' (Required)

State Tax   The system retrieves the state tax from the voucher or direct voucher. **(Not used in Michigan)**

Local Tax   The system retrieves the local tax from the voucher or direct voucher. **(Not used in Michigan)**

Purchase U/M The system retrieves the unit of measure from the voucher or direct voucher. (Required)

Unit Cost   The system retrieves the unit cost from the voucher or direct voucher. The unit cost must be entered if the purchase order is a progress payment.

Total Cost   The system calculates the total cost of the credit, based on quantity, unit cost, and taxes.

Block Function Enter ISRT, DLET, DUP, or a SPEC ID to copy: (Optional)

     ■ 'ISRT' to insert a blank block after the current block
     ■ 'DLET' to delete the current block
     ■ 'DUP' to duplicate the current block
     ■ 'SPEC ID' the specification is copied into the text area after the current block

Specification Info Enter up to 10 lines of 70 characters. (Optional)

Block   The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

3.1800 DIRECT VOUCHER HEADER ENTRY

```
PCHL1800 V5.0           ADVANCED PURCHASING/INVENTORY    12/19/2000   2:36 PM
LINK TO:                    DIRECT VOUCHER HEADER ENTRY

DIR VOUCHER ID: 071W0000030    DOC TYPE: DV        EFF DATE : 10/01/1999
ACTION IND    : P              DUE DATE:           INTF TYPE: DV
PDT          : MA   DMI : M  BANK ID : 814         PYMNT NO : 000036789
VEN INVOICE NO: 000036789      DSC TRMS: NET       DOC RF NO:
DEPARTMENT    : 07112101 DMB-OSS-MAIL & DELIVERY-POSTAG    NOTE  : N
CONTACT       : MARSHA MATHEWS                     STATUS: POST
TELEPHONE     : 517   322-1897   EXT               CREATE: 10/01/99
VOUCHER AMOUNT:     5,000.00   BPO ID :            UPDATE: 10/04/99
VENDOR ID     : 2941308560 U S POSTAL SERVICE      POST  : 10/04/99
ADDRESS   008 :                                    MUPC  :
              4800 COLLINS RD              1099:  SERVICE DATE: 10/01/1999
       CITY : LANSING                 ST: MI ZIP: 48924     CTRY: USA
VOUCHER DESC  : POSTAL ADVANCE                CLIENT/PATIENT NO :
DISTRIB METHOD: S     REJECT CODE:      FCO :    DATE OF SERVICE :
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2 AG3    PERCENT
01 071 00 77016          6365


F1-HELP     F2-SELECT   F3-DELETE              F5-NEXT      F6-VIEW DOC
            F8-SEL TERMS F9-LINK     F10-SAVE    F11-VW ACCT
```

Screen Description

This screen is accessed from the Accounts Payable menu (PCHL1000) when F8 is selected. This transaction processing screen is used when there is no purchase order associated with the voucher. The user can create and process a direct voucher on this screen. From this screen the user can also use the appropriate function keys to view the direct voucher accounting commodity detail, select document terms, or print the direct voucher.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

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F2—Select   The system transfers to the Table Lookup screen (PCHL5999). This screen allows the user to select an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor back into the document.

F3—Delete   The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3. This is not available for single distribution methods.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Direct Voucher Commodity Summary screen (PCHL1820). This screen summarizes the direct voucher document by line number.

F8—Sel Terms   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the direct voucher record, based on the direct voucher ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Direct Voucher Detail Entry screen (PCHL1810) for single and percentage distribution methods, or to the Direct Voucher Accounting Detail screen (PCHL1809) for multiple distribution methods.

F11—Vw Acct   The system transfers to the Direct Voucher Accounting Information
Summary screen (PCHL1825). This screen allows the user to view the
direct voucher by accounting suffix.

CL—Exit   The system transfers to the previously viewed screen.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is
displayed and processing stops.

Input Coding Instructions

Element   **Description**

Dir Voucher ID   Enter up to a 12-character direct voucher ID to inquire on a specific
document. When initiating a new document, the system will generate the
document ID after the required elements have been entered, and the
document is saved. (Required)

Doc Type   Enter the appropriate two-character document type. This must exist in
Miscellaneous Table 64 (PCHL5750). The system defaults, based on the
value entered in the Department Table (PCHL5970). If nothing is entered
in the Department Table, the document type will default to 'DV.'
(Required)

Eff Date   Enter up to an eight-digit effective date, which determines what fiscal
period the document will post to the accounting system. If no date is
entered, the system will default to the current date. (Required)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the
document without posting. Enter a 'P' (post) and select F10—Save, to post
the document to the accounting system. When posting, the document may
go into the approval path based on the ADPICS department entered on the
document, not the user's department displayed in the security profile. When
the document enters an approval path, the system will change the 'P' to an
'A' (approval). Once the document has completed the approval path, and
the last approver approves the document, the action indicator value will
become 'P,' indicating that the document has been successfully posted to
the accounting system. If the document contains a posting error, the action
indicator will become 'E.' Posting errors must be corrected before the
document will post. (Required)

Due Date   Enter up to an eight-digit due date. This is the date that the payment is due. This date must be greater than, or equal to, the current date. (Optional)

Intf Type   Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). For contract retainage releases, enter a two-character retainage interface type, which must also exist in Miscellaneous Table 'RI.' The system defaults to 'DV.' (Required)

PDT   Enter up to a two-character payment distribution type. This determines how transactions should be combined for warrants, direct deposits, and wire transfers (across document, appropriated fund, or batch agencies). This must exist in Miscellaneous Table 66 (PCHL5750). Defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code.

                         A direct deposit (EFT) type PDT (e.g., DA) should be used except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction. (Required)

DMI   Enter the one-character disbursement method indicator. This must exist in the Miscellaneous Table 65 (PCHL5750). The disbursement method determines how transactions process through payment processing. For direct deposits (EFT payments) this must be 'R' (regular). If nothing is entered in the DMI field, the disbursement method indicator will default to 'R'. (Required)

Bank ID   Enter up to a three-character bank ID. This ID is used to identify a unique combination of ABA (transit) number and bank account number. This ID must exist in the R★STARS D56 Bank ID profile, and the user must have security access. This field defaults to '000.' (Required)

Pymnt No   Enter up to a nine-digit payment number. This is the number associated with a warrant or electronic fund transfer. Required if the DMI is 'L' (local). (Optional)

Ven Invoice No   Enter the invoice number specified on the vendor's invoice. (Required)

Dsc Trms   Enter the discount terms. Defaults to 'Net' (net payment due in 30 days). This must exist in Miscellaneous Table 57 (PCHL5750). (Required)

Doc Rf No   Enter up to an eight-character document reference number (i.e., for a companion transaction). The user may enter any document number (or part of) that is to be referenced with the direct voucher ID displayed. When

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referencing a purchase order, or direct purchase order, for a contract retainage release, enter the last eight characters of the document ID (do not enter the department number portion of the document ID). (Optional)

Doc Rf Suffix Enter up to a three-character document reference suffix number. The user may enter any document suffix number that is to be referenced with the document reference number entered. When referencing a contract retainage release, enter '000.' (Optional)

Department Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)

Department Name The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.

Note The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Contact The system retrieves the contact person's name, up to 40 characters, from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Status The document's current status is displayed.

Telephone The system retrieves the contact person's three-digit area code and seven-digit telephone number from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Telephone Ext The system retrieves the contact person's four-digit telephone extension from the Department Table (PCHL5970), based on the Department ID displayed. This can be changed by overtyping, if necessary.

Create The document's create date is displayed.

Voucher Amount The total voucher amount is displayed.

BPO ID Enter up to a 12-character BPO ID. This ID must exist in the Blanket Purchase Order file (PCHL2342). (Required if doc type is 'BP')

Update The document's latest update date is displayed.

Vendor ID	Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)
Vendor Name	The system retrieves the vendor name, based on the vendor ID entered.
Post	The document's post date is displayed.
Vendor Mail Code	Enter up to a three character vendor mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)
Address	The system retrieves the vendor's address, based on the vendor ID and mail code entered.
MUPC	Enter up to a five character Medical Uniform Procedure Code (MUPC). Required if client/patient number or date of service is entered. (Optional)
1099	Should be left blank so system can retrieve the proper value. These payment categories are used to record valid 1099 Reporting information for the State of Michigan and the Internal Revenue Service (IRS). The values for this field are defined in R★STARS D10 Object Code Profile and match the Assigned Box Number in the 1099 IRS form. The value retrieved in this field is based on the Comptroller Object entered in the Account Coding Block. (Optional)
Service Date	Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)
City	The system retrieves the vendor's city, based on the mail code entered.
State	The system retrieves the vendor's state, based on the mail code entered.
Zip	The system retrieves the vendor's zip code, based on the mail code entered.
Ctry	The system retrieves the vendor's country, based on the mail code entered.
Voucher Desc	Enter up to a 30-character voucher description. (Optional)
Client/Patient No	Enter up to a 10-character client/patient number. Required if MUPC or date of service is entered. (Optional)

Distribution Method	The accounting distribution method determines how a requisition will be classified. Enter 'S' if a single classification will be used throughout the document. A 'P' indicates that the estimated total will be spread among the classification structures by specified percentages. An 'M' indicates that the document will contain multiple classification structures and distributed by varying amounts. The system defaults to 'S.' Accounting information rules vary based on the account distribution method chosen. (Required)
Single	The user may enter only one line of accounting information. The accounting information will default to the requisition detail level. The user should not enter any numbers in the percentage field.
Multiple	The user may enter up to three lines of accounting information at the header level. The accounting information will default to the detail level where the user can specify the actual dollar amounts per account code. The user may add additional lines to this requisition when the system transfers to the Direct Voucher Accounting Detail screen (PCHL1809). A total of six lines may be entered here. If additional lines need to be added, the user must select F4 on the Direct Voucher Accounting Detail screen (PCHL1809) to transfer to the Direct Voucher Accounting Information Summary screen (PCHL1825). A total of 99 lines may be entered on this screen.
Percentage	The user may enter one to three lines of accounting information and must enter percentages for each account code specified. The total of the percentages must equal 100.
Reject Code	Enter a two-character reject code. This must exist in Miscellaneous Table 69 (PCHL5750). (Optional)
FCO	Enter a one-character fund control override code, if fund controls may be overridden. **(Not used in Michigan)**
Date of Service	Enter up to an eight-digit date of service. Required if MUPC or client/patient number is entered. (Optional)
Master Accounting Information	These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. (Required)

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3.1809 DIRECT VOUCHER ACCOUNTING DETAIL ENTRY

```
PCHL1809 V4.1           ADVANCED PURCHASING/INVENTORY       10/14/1999  11:33 AM
LINK TO:               DIRECT VOUCHER ACCOUNTING DETAIL

DIR VOUCHER ID: 472W0500260   LINE NO   : 001       CS138 ID  : 472S0000562
COMMODITY     : 952-95-09        DELINQUENT YOUTH ALTERNATIVES
QUANTITY      :          2.00    STATE TAX :         LOCAL TAX :
PURCHASE U/M  : EA.  UNIT COST:    1,000.0000    TOTAL COST:     2,000.00

ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    AMOUNT
01 472 00 00012        6500                                         2,000.00




MORE ACCOUNTING:  N           CURRENT DETAIL ACCOUNTING AMOUNT:    2,000.00



F1-HELP      F2-SELECT    F3-DELETE    F4-ACCT      F5-NEXT     F6-VW DOC
             F8-VW SPECS  F9-LINK      F10-SAVE     F11-VW ACCT F12-LN SPEC
```

Screen Description

This screen is accessed from the Direct Voucher Header Entry screen (PCHL1800) when F10 is selected and the distribution method is multiple. This transaction processing screen is the second step in processing a multiple distribution direct voucher. The direct voucher **line number** refers to the commodity information while the direct voucher **suffix** refers to the accounting classification.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Direct Voucher Header Entry screen (PCHL1800) and generates a new line number for each detail. The direct voucher header suffixes and the accounting treatments they refer to are displayed in the accounting information section in the lower part of the screen.

Available Function Keys

Function Key   Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system transfers to the Commodity Name Inquiry screen (PCHL1100). This screen allows the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the line to be deleted and selecting F3. This is not available for single distribution methods

F4—Acct   The system transfers to the Accounting Detail screen (PCHL1811). This screen displays the accounting detail for the direct voucher. This screen also allows the user to add more accounting lines to the direct voucher, if needed.

F5—Next   The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The system transfers to the Direct Voucher Commodity Summary screen (PCHL1820). This screen summarizes the direct voucher document by line number.

F8—Vw Specs   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the direct voucher accounting detail record, based on the direct voucher ID and line number displayed. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Direct Voucher Detail Entry screen (PCHL1810). This screen allows specifications to be entered for the line number displayed.

F11—Vw Acct   The system transfers to the Direct Voucher Accounting Information Summary screen (PCHL1825). This screen summarizes the associated direct voucher accounting by suffix.

F12—Ln Spec   The system transfers to the Direct Voucher Detail Entry screen (PCHL1810). This screen allows specification to be entered for each direct voucher detail line.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**

Dir Voucher ID   Enter up to a 12-character direct voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific direct voucher record displayed, the direct voucher ID is retrieved. (Required).

Line No   Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)

CS138 ID   Enter up to a 12-character CS138 ID or a predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or predetermined value may be retrieved from a blanket purchase order.

Commodity   Enter up to an 11-character commodity ID. This must exist on the Commodity Table (PCHL5100). (Required)

Commodity Name   The system retrieves the commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).

Quantity   Enter up to a 9-digit quantity vouchered. If the user wants other than '00' after the decimal, the user must enter the decimal followed by two digits. (Required)

State Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional) **(Not used in Michigan)**

        Blank or N   No tax
        E   Tax is extra
        I   Tax is included in the unit cost

Local Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional) **(Not used in Michigan)**

        Blank or N   No tax
        E   Tax is extra
        I   Tax is included in the unit cost

Purchase U/M   The system retrieves the unit of measure established for this commodity on the Commodity Table (PCHL5100). This may be overridden by entering up to a three-character purchase unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost   Enter up to an 11 digit unit price for the commodity. If the user wants other than '0000' after the decimal, the user must enter the decimal followed by four digits. (Required)

Total Cost   The system generates the total cost, based on unit cost and quantity

Accounting Information   These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. (Required)

Amount   Enter the amount to be applied to each account code combination. (Required)

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More Accounting   The system displays 'N' (no) if there is more no more accounting for the direct voucher displayed or 'Y' (yes) if there is more accounting.

Current Detail Accounting Amount   The system displays the current detail accounting amount for the direct voucher ID displayed.

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3.1810 DIRECT VOUCHER DETAIL ENTRY

```
PCHL1810 V4.1            ADVANCED PURCHASING/INVENTORY    10/14/1999   1:21 PM
LINK TO:                    DIRECT VOUCHER DETAIL ENTRY

DIR VOUCHER ID: 071W0000003    LINE NO : 003        CS138 ID  : NONJURIS
COMMODITY     : 910-02             BACKGROUND MUSIC SERVICES
QUANTITY      :          2.00    STATE TAX :         LOCAL TAX :
PURCHASE U/M  : EA.   UNIT COST:     400.0000        TOTAL COST:        800.00
BLOCK FUNCTION:        (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                   BLOCK 001 OF  001
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
SPEC IDS:


F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT       F6-VW DOC
F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE     F11-VW ACCT
```

Screen Description

This screen is accessed from the Direct Voucher Header Entry screen (PCHL1800) when F10 is selected and the distribution method is single or percentage. This transaction processing screen is the second step in processing a single or percentage distribution direct voucher. The direct voucher **line number** refers to the commodity information while the direct voucher **suffix** refers to the accounting treatment.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Direct Voucher Header Entry screen (PCHL1800) and generates a new line number for each detail.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system

transfers to the Commodity Name Inquiry screen (PCHL1100). This screen allows the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

F4—Blk Func One of four functions will be implemented depending on the value entered in the block function field.

      The user may enter ISRT, DLET, DUP, or a specification ID to copy.

- ■ 'ISRT' to insert a blank block after the current block
- ■ 'DLET' to delete the current block
- ■ 'DUP' to duplicate the current block
- ■ 'SPEC ID' the specification is copied into the text area after the current block

F5—Next The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc The system transfers to the Direct Voucher Commodity Summary screen (PCHL1820). This screen summarizes the direct voucher document by line number.

F7—Pr Blk The system retrieves the previous block of specification text.

F8—Nx Blk The system retrieves the next block of specification text.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save The system saves the direct voucher specification detail record, based on the direct voucher ID and line number. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Direct Voucher Accounting Information Summary screen (PCHL1825). This screen displays all accounting information for the direct voucher displayed.

F12—Ln Acct   The system transfers to the Direct Voucher Accounting Detail Entry screen (PCHL1809). This screen displays the detail accounting for the line indicated on this screen. This function is only available when the distribution method is multiple.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Dir Voucher ID	Enter up to a 12-character direct voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific direct voucher record displayed, the direct voucher ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
CS138 ID	Enter up to a 12-character CS138 ID or a predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or predetermined value may be retrieved from a blanket purchase order.
Commodity	Enter up to an 11-character commodity ID. This must exist on the Commodity Table (PCHL5100). (Required)
Commodity Name	The system retrieves the commodity name, up to 25 characters, associated with the commodity ID entered.
Quantity	Enter up to a 9-digit quantity vouchered. If the user wants other than '00'

after the decimal, the user must enter the decimal followed by two digits. (Required)

State Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator (Optional) **(Not used in Michigan)**

              Blank or N   No tax
              E   Tax is extra
              I   Tax is included in the unit cost

Local Tax   Enter a tax indicator (Blank, N, E, or I) and a tax rate indicator. (Optional) **(Not used in Michigan)**

              Blank or N   No tax
              E   Tax is extra
              I   Tax is included in the unit cost

Purchase U/M   The system retrieves the unit of measure established for this commodity on the Commodity Table (PCHL5100). This may be overridden by entering up to a three-character purchase unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost   Enter up to an 11-digit unit price for the commodity. If the user wants other than '0000' after the decimal, the user must enter the decimal followed by four digits. (Required)

Total Cost   The system generates the total cost, based on the unit cost and quantity entered.

Block Function   Enter ISRT, DLET, DUP, or specification ID to copy. (Optional)

              ■ 'ISRT' to insert a blank block after the current block
              ■ 'DLET' to delete the current block
              ■ 'DUP' to duplicate the current block.
              ■ 'SPEC ID' the specification is copied into the text area after the current block

Specification Info Enter up to 10 lines of 70 characters each. (Optional)

Block Number   The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

Spec IDs   The system retrieves the specification ID, based on the cross reference created on the Specifications by Commodity screen (PCHL5450) or specifications IDs entered on Specifications/Terms Selection screen (PCHL2126). Up to ten specification ID's may be entered. This must exist in the Specifications/Terms Table (PCHL5500).

3.1811 DIRECT VOUCHER ACCOUNTING DETAIL

```
PCHL1811 V4.1               ADVANCED PURCHASING/INVENTORY    03/15/1996  12:00 PM
LINK TO:                    DIRECT VOUCHER ACCOUNTING DETAIL

DIR VOUCHER ID : DV0000002  LINE NO: 001   LINE TOTAL:            0.25
COMMODITY ID   : 659            2-1/2 IN. NON-THREADED FLAT
SX AGY  AY   INDEX  PCA  COBJ AOBJ GRANT  PH  PROJ  PH  AG1  AG2  AG3   AMOUNT
01 HTV  94   1000        7300







                                CURRENT DETAIL ACCOUNTING AMOUNT:       9.99
F1-HELP                 F3-DEL ACTG                    F5-NEXT LN
F7-PRIOR PG F8-NEXT PG F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Direct Voucher Accounting Detail Entry screen (PCHL1809) when F4 is selected. This transaction processing screen allows entry of up to 99 accounting suffix lines for a direct voucher.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the direct voucher number and line number from the Direct Voucher Detail Entry screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system will delete the accounting suffix line that the cursor is positioned on.
F5—Next	The system retrieves the accounting suffix lines for the next detail entry line number, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F7—Prior Pg	The previous page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and first accounting suffix displayed. If the first accounting suffix is already displayed, an error message is shown.
F8—Next Pg	The next page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown.
F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
F10—Save	The system saves the accounting detail record, based on the document ID and line number. If the record already exists, it is replaced.
ENTER— Inquire	The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
Dir Voucher ID	Enter up to a 12-character direct voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific direct voucher record displayed, the direct voucher ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
Line Total	The system calculates and displays the direct voucher line total.
Commodity ID	The system retrieves the commodity ID, based on the line number displayed.

Commodity Name   The system retrieves the valid commodity name, based on the commodity ID displayed.

Master   These fields represent the accounting line(s) to which the funds of this
Accounting   financial transaction are applied. The accounting information and format
Information   displayed on each screen is dependent upon the financial accounting
                 software integrated with ADPICS. Field descriptions for the
                 implementation of ADPICS with R★STARS is contained in Section 1.0001.
                 (Required)

3.1900 TRAVEL VOUCHER HEADER ENTRY

```
PCHL1900 V4.1            ADVANCED PURCHASING/INVENTORY   12/19/2000   2:40 PM
LINK TO:                    TRAVEL VOUCHER HEADER ENTRY

TRAVEL VOUCHER ID : 071T0000041   DOC TYPE  : TV         EFF DATE : 10/18/1999
ACTION IND       : P             INTF TYPE : TV         DUE DATE : 10/28/1999
PDT              : MA   DMI : R  BANK ID   : 000        PYMNT NO :
TRAVEL AUTH/ADV ID:                              OPEN ADVANCE IND : Y
DEPARTMENT       : 07111HSU DMB-OSE-HEALTH SCREENING UNIT    NOTE   : N
CONTACT          : LYNDA KNIGHT                          STATUS : POST
TELEPHONE        : 517 373-2815        EXT :            CREATE : 10/18/99
VOUCHER AMOUNT   :         781.04                       UPDATE : 10/20/99
VENDOR ID        : 3388866388 MCDONALD JULIE            POST   : 10/20/99
ADDRESS     P01 :                            SERVICE DATE: 10/18/1999
                  5344 CANAL RD
CITY             : DIMONDALE          ST : MI ZIP: 48821     CTRY: USA
DESCRIPTION      : TRAVEL EXPENSES 10/5-10/14/99
DEPART DATE      : 10/05/1999
RETURN DATE      : 10/14/1999
DUPLICATE EDIT IND: Y
FCO              :                      1099 :


F1-HELP     F2-SELECT    F3-DELETE                 F5-NEXT      F6-TRVL DTLS
F7-EMPL SUMM             F9-LINK      F10-SAVE      F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F7 is selected. This
transaction processing screen allows the user to process travel vouchers. The header defines
travel information, which includes payment, trip schedule, and purpose. If a travel advance was
issued, the system retrieves the data from the travel authorization/advance document, based on
the travel authorization/advance ID entered. From this screen the user can use the appropriate
function keys to enter travel voucher detail and view and/or enter the travel voucher's
accounting and employee summary information.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields. The Document type is retrieved from the Department Maintenance Table
(PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'TV' (travel
voucher).

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Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor ID field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document (confidential vendors are not listed).
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.
F5—Next	The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record
F6—Trvl Dtls	The system transfers to the Travel Detail Inquiry screen (PCHL1920). This screen summarizes the travel voucher document by detail line number.
F7—Empl Summ	The system transfers to the Traveler Travel Voucher Summary screen (PCHL1661). This screen summarizes travel vouchers by vendor ID.
F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
F10—Save	The system saves the travel voucher record, based on the travel voucher ID displayed. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Travel Voucher Detail Entry screen (PCHL1910).

F11—Vw Acct   The system transfers to the Travel Voucher Accounting Information Summary screen (PCHL1925). This screen provides summary accounting information for the travel voucher ID displayed.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Travel Voucher ID	Enter up to a 12-character travel voucher ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'TV.' (Required)
Eff Date	Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P' (post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Intf Type

Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'TV.' (Required)

Due Date

Enter up to an eight digit due date. This is the date that the payment is due for the travel voucher. This date must be greater than, or equal to, the current date. (Optional)

PDT

Enter up to a two character payment distribution type. This must exist in Miscellaneous Tables 66 (PCHL5750). This determines how transactions should be combined for warrants, direct deposits, and wire transfers (across documents, appropriated funds or batch agencies). Defaults if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code.

A direct deposit (EFT) type PDT (e.g., DA) should be used except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction. (Required)

DMI

Enter the one-character disbursement method indicator. This must exist in Miscellaneous Table 65 (PCHL5750). The disbursement method determines how transactions process through payment processing. For direct deposits (EFT payments) this must be 'R' (regular). If nothing is entered in the DMI field, the disbursement method indicator will default to 'R.' (Required)

Bank ID

Enter up to a three-character bank ID. The bank ID is used to identify a unique combination of ABA (transit) number and bank account number. This ID must exist in the R★STARS D56 Bank ID profile, and the user must have security access. If a travel authorization/advance ID is not entered, this field defaults to '000.' (Required)

Pymnt No

The system retrieves up to a nine-character payment number from R★STARS, after the warrant has been issued.

Travel Auth/Adv ID

Enter up to a 12-character travel authorization/advance ID associated with this trip, if a temporary travel advance was issued, or when a permanent travel advance is being liquidated. (Optional)

Open Advance Ind

Enter either 'Y' (Yes) or 'N' (No). If the value is 'Y,' the system will perform an edit when the document is saved, to determine if outstanding travel authorizations/advances exist for the vendor ID, within the date range displayed. If the value is 'N,' the edit is not performed. The system defaults to 'Y.' (Required)

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Department   Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's security record   This can be changed by overtyping, if necessary. (Required)

Department Name   The system retrieves up to a 30-character department name from the Department Table (PCHL5970), based on the department ID entered.

Note   The system displays 'N' if there are no notes associated with the travel voucher or 'Y' if notes have been attached.

Contact   The system retrieves the contact person's name, up to 40 characters, from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary.

Status   The document's current status is displayed.

Telephone   The system retrieves the contact person's three-digit area code and seven-digit telephone number from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary. (Required)

Ext   The system retrieves the contact person's four-digit telephone extension from the Department Table (PCHL5970), based on the department ID displayed. This can be changed by overtyping, if necessary. (Optional)

Create   The document's create date is displayed.

Voucher Amount   The system calculates and displays the total travel voucher dollar amount.

Update   The document's latest update date is displayed.

Vendor ID   Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). The vendor ID is retrieved from the Travel Auth/Adv Header Entry screen (PCHL1605), if a travel authorization/advance ID is entered. (Required)

Vendor Name   The system retrieves up to a 30 character traveler name from the Vendor Table Inquiry screen (PCHL5200), based on the vendor ID entered.

Post   The document's post date is displayed.

Address   Enter the three-character vendor mail code. This must exist in the Vendor
                Address Summary Inquiry screen (PCHL5220). The system retrieves the
                traveler's address, based on the vendor ID and mail code entered. The mail
                code and address are retrieved from the Travel Auth/Adv Header Entry
                screen (PCHL1605), if a travel authorization/advance ID is entered.
                (Required)

Service Date   Enter up to an eight-digit project or grant service date, if the document's
                accounting includes (or infers) a grant or project that is controlled based on
                the service date. This identifies the date that the service was provided for
                the project or grant. The service date must be on, or before, the final post
                date (close out date) of the grant or project. If no date is entered, the system
                will default to the current date. (Required)

City   The system retrieves the employee's city based on the mail code entered.
                Retrieved from the Travel Auth/Adv Header Entry screen (PCHL 1605), if
                travel authorization/advance ID is entered.

State   The system retrieves the employee's state based on the mail code entered.
                Retrieved from the Travel Auth/Adv Header Entry screen (PCHL 1605), if
                travel authorization/advance ID is entered.

Zip   The system retrieves the employee's zip code based on the mail code
                entered. Retrieved from the Travel Auth/Adv Header Entry screen (PCHL
                1605), if travel authorization/advance ID is entered.

Ctry   The system retrieves the employee's country based on the mail code
                entered. Retrieved from the Travel Auth/Adv Header Entry screen (PCHL
                1605), if travel authorization/advance ID is entered.

Description   Enter up to a 30-character travel voucher description, which is used to
                further describe the travel voucher. (Required)

Depart Date   Enter up to an eight-digit departure date. This is the date that the employee
                departed. Retrieved from the Travel Auth/Adv Header Entry screen (PCHL
                1605), if a travel authorization/advance ID is entered. This can be changed
                by overtyping, if necessary. (Required)

Return Date   Enter up to an eight-digit return date. This is the date that the employee
                returned. This date must be greater than or equal to the departure date.
                Retrieved from the Travel Auth/Adv Header Entry screen (PCHL 1605), if a
                travel authorization/advance ID is entered. This can be changed by
                overtyping, if necessary. (Required)

Duplicate Edit Ind   When the document is successfully saved, the system will display 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler already has a travel voucher that falls within the range of the currently displayed depart and return dates.

FCO   Enter a one-character fund control override code, if fund controls may be overridden. **(Not used in Michigan)**

1099   Should be left blank so system can retrieve the proper value. These payment categories are used to record valid 1099 Reporting information for the State of Michigan and the Internal Revenue Service (IRS). The values for this field are defined in R★STARS D10 Object Code Profile and match the Assigned Box Number in the 1099 IRS form. The value retrieved in this field is based on the Comptroller Object entered in the Account Coding Block. (Optional)

3.1910 TRAVEL VOUCHER DETAIL ENTRY

```
PCHL1910 V4.1              ADVANCED PURCHASING/INVENTORY    01/23/1998   09:22 AM
LINK TO:                      TRAVEL VOUCHER DETAIL ENTRY

TRVL VCH ID : 777T7000183                            LINE NO : 001
FROM       : GRB GREENBUSH, MI   TO : AUB AUBURN, MI     MILES :     100.00
RATE CODE   : ONEI OTHER NON-TAX EMP TRV EXP-IN S      RATE AMT :      21.00
COBJ       : 4955  FED TAX CATEGORY : 4  AUDIT FLAG : N    DATE : 08/01/1997
NO OF DAYS  :   1     DEPARTURE TIME : 08 : 00 AM    RETURN TIME : 09 : 00 PM
TRAVEL DESC : PICK UP TENT                 PCT/AMT : A
PURPOSE CODE: VTS005 CONDUCT TRAINING                  TOT AMT :       21.00
SX AGY AY INDEX  PCA  AOBJ GRANT  PH PROJ   PH AG1  AG2   AG3      AMOUNT/PCT
01 KJM 97 10100 00030                                              21.00




    MORE ACCOUNTING: N        CURRENT DETAIL ACCOUNTING AMOUNT:       21.00
 F1-HELP       F2-SELECT    F3-DEL ACTG  F4-ACCTG     F5-NEXT      F6-TRVL DETLS
               F8-COPY      F9-LINK      F10-SAVE     F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel Voucher Header Entry screen (PCHL1900) when F10 is selected. This transaction processing screen is the second step in processing a travel voucher. This screen contains travel destinations, rate codes, and travel descriptions. The date will default to the departure date of the trip and all expense information can be entered at different levels of detail by utilizing the number of days field for each rate code. For example, three lunches can be entered individually to capture each day of travel or in summary form where number of days equals three. Alternatively, the rate code for each expenditure can be entered by day by entering the date.

Additionally, this screen provides the capability to enter the account coding for a travel voucher if it is not defaulted from the Traveler Master Table (PCHL1620). A user who has override capability as defined by the override indicator on the Traveler Master Table will be allowed to override the default account coding. Comptroller Object will be retrieved by the system based on the rate code used.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection

F3—Del Actg   The system will delete the accounting line that the cursor is positioned on.

F4—Acctg   The system transfers to the Extended Travel Voucher Detail Entry screen (PCHL1911). This screen displays the additional accounting detail (if any) for the travel voucher line number displayed.

F5—Next   The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Trvl Detls   The system transfers to the Travel Detail Inquiry screen (PCHL1920) and displays the travel voucher details, based on the travel voucher ID displayed on the screen.

F8—Copy   The system copies travel information from another travel voucher line number into the existing line number fields. To copy a line, enter the line number you want to copy in the Line No field, retrieve the line number to be copied, and press F8.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the travel voucher detail record, based on the travel voucher ID displayed. If the record already exists, it is replaced.

F11—Vw Acct	The system transfers to the Travel Voucher Accounting Information Summary screen (PCHL1925). This screen provides summary accounting information for the travel voucher ID displayed.
ENTER— Inquire	The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Trvl Vch ID	Enter up to a 12-character travel voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel voucher record displayed, the travel voucher ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
From	Enter a three-character travel location code. This must exist in the Travel Location Table (PCHL1640). This location should identify where the travel originates. The from location will default from the Traveler Master Table (PCHL1620) if previously established for the vendor ID entered. (Required)
From Description	The system retrieves the from location description, based on the travel location code entered in the From field.
To	Enter a three-character travel location code. This must exist in the Travel Location Table (PCHL1640). This location should identify where the travel terminates. The to location description defaults, based on the travel location code entered. (Required)
To Description	The system retrieves the to location description, based on the travel location code entered in the To field.

Miles	The system retrieves the mileage from the Travel Point to Point Mileage Table (PCHL1645), based on the From/To travel location codes entered. When a Vicinity or Generic location code is entered, the user must enter the number of miles. If anything other than whole miles is entered, the user must enter the decimal and up to two digits following the decimal. (Required)
Rate Code	Enter a four-character rate code. The rate code is used to identify the employee's reimbursement rates (e.g., meals, hotel, transportation). This must exist in the Travel Rate Table (PCHL1630). (Required)
Rate Code Description	The system retrieves the rate code description, based on the rate code entered.
Rate Amt	The system retrieves the rate's dollar amount, based on the rate code entered or the rate amount can be changed by overtyping, if necessary (Required).
COBJ	The system retrieves the comptroller object, based on the rate code entered.
Fed Tax Category	The system retrieves the federal tax category code, based on the rate code entered, which indicates whether the reimbursement is non-taxable, fully taxable, or subject to tax in some circumstances.
Audit Flag	The system displays an 'Y' (yes) or 'N' (no), which indicates whether or not the rate or mileage amount has been changed to an amount greater than the standard established on the Travel Rate Table (PCHL1630), or the Travel Point to Point Mileage Table (PCHL1645). The system defaults to 'N.' If an amount higher than the standard is entered by a user with override security, or if the From and To Location Codes entered do not exist in the Travel Point to Point Mileage Table (e.g., Generic codes), this flag will change to 'Y.' Based on the rate code entered in PCHL1910, the audit flag may also change to 'Y' when the depart time and/or return time entered deviate from the depart time and/or return time established in the Travel Rate Table (PCHL1630) for the rate code entered.
Date	The system retrieves the departure date of the trip from the Travel Voucher Header Entry screen (PCHL1900). This may be overtyped when travel expenses are being entered for each individual day. If a date is entered, it should be the date the expenses were incurred unless the summary method of travel entry is being entered. (Required)
No of Days	Enter the number of days the travel reimbursement covers. The system defaults to '1.' (Required)

Depart Time	Enter a four-digit departure time (HH:MM). This is the time that the employee departed. Enter AM or PM. When the No of Days field is greater than one day, enter 12:00 AM. This may be overtyped when the actual depart time is different. (Required)
Return Time	Enter a four-digit return time (HH:MM). This is the time that the employee returned. Enter AM or PM. When the No of Days field is greater than one day, enter 11:59 PM. This may be overtyped when the actual return time is different. (Required)
Travel Desc	Enter up to a 30-character description of the travel expense. (Optional)
Pct/Amt	Enter an 'A' for amount or a 'P' for percent. This determines whether percentages or actual dollar amounts are entered for each accounting line. Defaults to 'A.' (Required)
Purpose Code	Enter a six-character travel purpose code. This code is used to identify the purpose for the travel (e.g., conference, meeting), which must exist in the Travel Purpose Table (PCHL1650). (Required)
Purpose Code Description	The system retrieves up to a 30-character purpose code description, based on the purpose code entered.
Tot Amt	The system calculates and displays the total travel expense amount, based on the travel rate code, mileage indicator, and number of days entered.
Accounting Information	These fields represent the accounting line(s) to which travel charges are applied. The accounting information will default from the Traveler Master Table (PCHL1620) if previously established for the vendor ID entered. This can be changed by overtyping, if necessary. At least one accounting line is required. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. (Required)
Amount/Pct	Enter the dollar amount, or percent (must total 100%), to be applied to each account code combination. (Required)
More Accounting	The system displays 'Y' if there are additional accounting lines for the travel voucher detail. The system defaults to 'N.'

Current Detail
Accounting
Amount

The system displays the current detail accounting amount for the travel voucher ID displayed.

3.1911 EXTENDED TRAVEL VOUCHER DETAIL ENTRY

```
PCHL1911 V4.1          ADVANCED PURCHASING/INVENTORY      09/23/1997  12:00 PM
LINK TO:               EXTENDED TRAVEL VOUCHER DETAIL ENTRY

TRAVEL VOUCHER ID  : 472T5789012     LINE NO : 001   LINE TOTAL :        23.00
RATE CODE:         : SMIS  STANDARD MILEAGE - IN-STATE (N/TX)
COBJ               : 4810
ACCOUNTING INFORMATION-
SX AGY AY INDEX PCA   AOBJ   GRANT   PH PROJ   PH AG1  AG2  AG3        AMOUNT
01 472 95 12345       4810                                             23.00








                             CURRENT DETAIL ACCOUNTING AMOUNT:        777.77
   F1-HELP                    F3-DEL ACTG             F5-NEXT     F6-TRVL DETLS
   F7-PRIOR PG  F8-NEXT PG    F9-LINK     F10-SAVE  F11-VW ACCT
```

Screen Description

This screen is accessed from the Travel Voucher Detail Entry screen (PCHL1910) when F4 is selected. This transaction processing screen allows the user to enter additional accounting detail lines for a travel voucher line item. It is used when the accounting distribution requires more than the number of lines that can be entered on the Travel Voucher Detail Entry screen (PCHL1910).

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system will delete the accounting line that the cursor is positioned on.

F5—Next   The system retrieves the next document detail entry, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Trvl Detls   The system transfers to the Travel Detail Inquiry screen (PCHL1920). This screen allows the user to view the travel voucher details.

F7—Prior Pg   The previous page of accounting lines is retrieved and displayed, based on the document ID, line number, and first accounting suffix displayed. If the first accounting suffix is already displayed, an error message is shown.

F8—Next Pg   The next page of accounting lines is retrieved and displayed, based on the document ID, line number, and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the extended travel voucher detail record, based on the travel voucher ID displayed. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Travel Voucher Accounting Information Summary screen (PCHL1925). This screen provides summary accounting information for the travel voucher ID displayed.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Travel Voucher   Enter up to a 12-character travel voucher ID to inquire on a specific record.
ID   If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel voucher record displayed, the travel voucher ID is retrieved.

(Required)

Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
Line Total	The system displays the total dollar amount of the detail line displayed.
Rate Code	The system retrieves the rate code from Travel Voucher Detail Entry screen (PCHL1910).
Rate Code Description	The system displays the rate code description, based on the rate code retrieved.
COBJ	The system retrieves the comptroller object from the Travel Voucher Detail Entry screen (PCHL1910).
Accounting Information	These fields represent the accounting line(s) to which travel charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001
Amount	Enter the dollar amount to be applied to each account code combination. (Required)
Current Detail Accounting Amount	The system displays the current detail accounting amount for the travel voucher ID displayed.

3.2000 PROCUREMENT TRANSACTIONS MENU

```
PCHL2000 V4.1          ADVANCED PURCHASING/INVENTORY      10/14/1999   1:42 PM
LINK TO:               PROCUREMENT TRANSACTIONS MENU


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           USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

            (1)  - REQUISITION HEADER ENTRY
            (2)  - BID PROCESSING MENU
            (3)  - PURCHASE ORDER/CONTRACT WRITING
            (4)  - DIRECT PURCHASE ORDER WRITING
            (5)  - BLANKET PURCHASE ORDER WRITING
            (6)  - PURCHASE ORDER INQUIRY MENU
            (7)  - REQUISITION INQUIRY MENU
            (8)  - SECONDARY PURCHASE ORDER MAINTENANCE MENU
            (9)  - SECONDARY CS138 MENU
            (10) - DOCUMENT REMINDER TABLE MAINTENANCE
            (11) - CS138 HEADER ENTRY
            (12) - ADVICE OF CHANGE
            (CL) - EXIT
```

Screen Description

This menu is accessed from the Main menu (PCHL0000) when F2 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following 12 selections:

■   Requisition Header Entry
■   Bid Processing Menu
■   Purchase Order/Contract Writing
■   Direct Purchase Order Writing
■   Blanket Purchase Order Writing
■   Purchase Order Inquiry Menu
■   Requisition Inquiry Menu
■   Secondary Purchase Order Maintenance Menu
■   Secondary CS138 Menu
■   Document Reminder Table Maintenance
■   CS138 Header Entry
■   Advice of Change

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

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Available Function Keys

Function Key	Action
F1—Requisition Header Entry	The screen transfers to the Requisition Header Entry screen(PCHL2100). The Requisition Header Entry screen allows the user to process a requisition, and is the means of access to the Requisition Detail Entry screen (PCHL2110).
F2—Bid Processing Menu	The screen transfers to the Bid Processing menu(PCHL2300). This screen allows the user to develop an invitation to bid, enter bids, or tabulate bids.
F3—Purchase Order/ Contract Writing	The screen transfers to the Purchase Order/Contract Writing screen (PCHL2340). From this screen, the user can process a purchase order/contract.
F4—Direct Purchase Order Writing	The screen transfers to the Direct Purchase Order Writing screen (PCHL2360). From this screen, the user can process a purchase order which does not require a requisition.
F5—Blanket Purchase Order Writing	The screen transfers to the Blanket Purchase Order Writing screen (PCHL2342). From this screen, the user can process a blanket purchase order.
F6—Purchase Order Inquiry Menu	The screen transfers to the Purchase Order Inquiry menu(PCHL2400). From this screen, the user can select from a variety of purchase order and blanket purchase order inquiry screens.
F7—Requisition Inquiry Menu	The screen transfers to the Requisition Inquiry menu(PCHL2401). From this screen, the user can select from a variety of requisition inquiry screens.
F8—Secondary Purchase Order Maintenance Menu	The screen transfers to the Secondary Purchase Order Maintenance menu (PCHL2402). From this screen, the user can select from a variety of purchase order maintenance screens.
F9—Secondary CS138 Menu	The screen transfers to Secondary CS138 menu (PCHL2005). From this screen, the user can select from a variety of CS138 related screens.
F10—Document Reminder Table Maintenance	The screen transfers to the Document Reminder Table Maintenance screen (PCHL2116). This screen allows the user to indicate a specific user by ID and input document IDs, dates and comments associated with each specific

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document list.

**F11—CS138
Header Entry**

The screen transfers to the CS138 Header Entry screen (PCHL2117). This screen allows the user to enter the necessary data for acquiring Civil Service approval to contract for personal services.

**F12—Advice of
Change**

The screen transfers to the Advice of Change screen (PCHL8010). This screen allows the user to create an advice of change for a posted requisition, purchase order, or blanket purchase order.

CL—Exit

The system transfers to the previously viewed screen.

3.2005 SECONDARY CS138 MENU

```
PCHL2005 V4.1              ADVANCED PURCHASING/INVENTORY       10/13/1999    2:45 PM
LINK TO:                        SECONDARY CS138 MENU

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              USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                 (1)  - CS138 REVIEW COMMENTS ENTRY
                 (2)  - CS138 BY DEPARTMENT
                 (3)  - NON-JURISDICTIONAL COMMODITY CODE ENTRY
                 (4)  - UNION/NERE CODE ENTRY











                 (CL) - EXIT
```

Screen Description

This menu is accessed from the Procurement Transaction menu (PCHL2000) when F9 is selected. This secondary menu displays all the selections the user is authorized to access by checking the security record. This menu allows the following four selections:

■ CS138 Review Comments Entry
■ CS138 By Department
■ Non-jurisdictional Commodity Code Entry
■ Union/Nere Code Entry

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—CS138 Review Comments Entry	The system transfers to the CS138 Review Comments Entry screen (PCHL2119). Civil Service will use this screen to comment on the request to contract for personal services during the approval process of the CS138 document.
F2—CS138 By Department	The system transfers to the CS138 By Department screen (PCHL2114). This screen will list all the CS138s within a user-specified ADPICS department with Eff Date falling in the user-specified date range.

F3—Non-Jurisdictional Commodity Code Entry	The system transfers to the Non-Jurisdictional Commodity Code Entry screen (PCHL5770). This screen allows the user to maintain and/or view 900 series commodity codes that do not fall under DCS jurisdiction.
F4—Union/Nere Code Entry	The system transfers to the Union/Nere Code Entry screen (PCHL5760). This screen allows the user to maintain and/or view union codes and descriptions of the unions that must be notified regarding personal services contracts.
CL—Exit	The system transfers to the previously viewed screen.

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3.2100 REQUISITION HEADER ENTRY

```
PCHL2100 V4.1           ADVANCED PURCHASING/INVENTORY      10/14/1999  1:57 PM
LINK TO:                     REQUISITION HEADER ENTRY

REQ ID    : 511R0000022   DOC TYPE: RQ   DUE DATE: 04/30/00   INTF TYPE: RQ
ACTION IND: N             REQ/JT  : R    EFF DATE: 04/30/00   WHSE     :
DEPARTMENT: 51110    FINANCE                              CHANGE NO:
CONTACT    : JOE SNEGO                                    STATUS: NOPT
TELEPHONE : 202  301-5555 EXT.        NOTE PAD: N  (Y/N)   CREATE: 04/30/00
ADDRESS    001     THE KERRY BUILDING                     UPDATE: 04/30/00
                   12324 KERRY BLVD.                          POST  :
           CITY : WALTON              ST: AZ ZIP: 22635-5200    CTRY: USA
SERVICE DATE        : 04/30/2000
REQ TITLE           : PENS AND PENCILS
RECOMMENDED VENDOR : 2042896127    STAPLES OFFICE SUPPLY
BLANKET PO ID/SCHED:              /        UNION NOTIFICATION FLAG :   (Y/N)
DEPT/BUYER ID      : AJH    /          SPLIT CAPABILITY        : Y (Y/N)
DISTRIBUTION METHOD: M   ("S" SINGLE; "M" MULTIPLE; "P" PERCENTAGE)
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
01 511 00 61000 60100 0055 9850 ADDS20 02 ABFG20 02 5005 4215 4211


F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
```

Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F1 is selected. This transaction processing screen allows the user to save/update header information for a requisition. The header defines information which is constant or defaulted throughout the requisition/job ticket document. From this screen the user can also use the appropriate function keys to enter commodity detail, view the requisition's accounting and commodity summary, select document terms, or print the requisition.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. Document type is retrieved from Department Maintenance Table (PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'RQ' (requisition).

Available Function Keys

Function Key   Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

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F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the recommended vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

F3—Delete   The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3. This is not available for single distribution methods.

Also, if the user deletes a document while it is in the change order process (CINP), the system will retrieve the last posted version of the document.

F4—Copy   This function will copy the requisition that is displayed in the requisition ID line and create a new requisition number.

F5—Next   The system retrieves the next document record based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Requisition Commodity Summary screen (PCHL2120). This screen summarizes the requisition/job ticket document by line number.

F7—Address   The system transfers to the Requisition Address Table Maintenance screen (PCHL2121). This screen allows the user to indicate multiple ship to and bill to addresses for each line on the requisition.

F8—Sel Terms   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the requisition record, based on the requisition ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Requisition Detail Entry screen (PCHL2110) for single and percentage distribution methods, or to the Requisition Accounting Detail screen (PCHL2109) for multiple distribution methods.

F11—Vw Acct   The system transfers to the Requisition Accounting Information Summary screen (PCHL2125). This screen allows the user to view the requisition/job ticket by suffix.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Req ID   Enter up to a 12-character requisition ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Doc Type   Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'RQ.' (Required)

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Due Date

Enter up to an eight-digit due date. This is the date that the order is due. This date must be greater than, or equal to, the current date. If left blank, it will default to the current date. (Required)

Intf Type

Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'RQ.' (Required)

Action Ind

The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Req/JT

Enter 'R' for requisition or 'J' for job ticket. The system defaults to 'R.' (Required)

Eff Date

Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)

Whse

Enter the warehouse code if the requisition is a job ticket or if the requisition is for items to replenish inventory. (Required if the Req/JT indicator is set to 'J')

Department

Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)

Department Name

The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.

Change No

The system displays the most recent change sequence number if there is an advice of change that has been created for the requisition ID displayed.

Contact　　　　　　The system retrieves up to a 40-character contact name from the Department Table (PCHL5970), based on the department ID displayed.

Status　　　　　　The document's current status is displayed.

Telephone　　　　The telephone number is retrieved from the Department Table (PCHL5970), based on the department ID entered.

Note Pad　　　　The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Create　　　　　　The document's create date is displayed.

Delivery Address　The delivery address is retrieved from the Other Address Table (PCHL5250) if an address code is entered. Otherwise, it is retrieved from the Department Table (PCHL5970).

Update　　　　　　The document's latest update date is displayed.

Post　　　　　　The document's post date is displayed.

City　　　　　　The city is retrieved from the Other Address Table (PCHL5250) if an address code is entered. Otherwise, it is retrieved from the Department Table (PCHL5970).

St　　　　　　　The state is retrieved from the Other Address Table (PCHL5250) if an address code is entered. Otherwise, it is retrieved from the Department Table (PCHL5970).

Zip Code　　　　The zip code is retrieved from the Other Address Table (PCHL5250) if an address code is entered. Otherwise, it is retrieved from the Department Table (PCHL5970).

Ctry　　　　　　The country is retrieved from the Other Address Table (PCHL5250) if an address code is entered. Otherwise, it is retrieved from the Department Table (PCHL5970).

Service Date
: Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Req Title
: Enter up to 50-characters for the requisition title. (Optional)

Recommended Vendor
: Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). The system retrieves the vendor name based on the vendor ID entered. (Optional)

Blanket PO ID
: Enter up to a 12-character blanket purchase order ID. This ID must exist in the Blanket Purchase Order file (PCHL2342). (Required for release requisitions)

Sched
: Enter a four-character price schedule number. This number must exist in Miscellaneous Table 'SC' (PCHL5750), and be attached to the blanket purchase order ID entered. (Required if Blanket PO ID entered)

Union Notification Flag
: This flag must be either 'Y' yes or 'N' no. The system defaults to 'N.' This is used when processing CS-138 for services. (Optional)

Dept/Buyer
: Enter up to an eight-character department for the buyer. This must exist in the Department Table (PCHL5970). Enter a four-character buyer code. This code must exist in the Buyer Code Table (PCHL5700). (Optional)

Split Capability Indicator
: Enter the value 'Y' or 'N.' The system defaults to 'Y.' (Required)

Y — Yes	Allows multiple requisition detail lines to be combined into one procurement transaction.
N — No	Does not permit splitting requisition lines among multiple procurement transactions.

Distribution Method
: The accounting distribution method determines how a requisition will be classified. Enter 'S' if a single classification will be used throughout the document. A 'P' indicates that the estimated total will be spread among the classification structures by specified percentages. An 'M' indicates that the document will contain multiple classification structures and distributed by varying amounts. The system defaults to 'S.' Accounting information rules vary based on the account distribution method chosen. (Required)

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Single
The user may enter only one line of accounting information. The accounting information will default to the requisition detail level. The user should not enter any numbers in the percentage field.

Multiple
The user may enter up to three lines of accounting information at the header level. The accounting information will default to the detail level where the user can specify the actual dollar amounts per account code. The user may add additional lines to this requisition when the system transfers to the Requisition Detail Entry screen (PCHL2109). A total of six lines may be entered here. If additional lines need to be added, the user must select F4 on the Requisition Detail Entry screen (PCHL2109) to transfer to the Accounting Detail screen (PCHL2111). A total of 99 lines may be entered on this screen.

Percentage
The user may enter one to three lines of accounting information and must enter percentages for each account code specified. The total of the percentages must equal 100.

Master Accounting Information
These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS are contained in Section 1.0001. (Required)

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3.2109 REQUISITION ACCOUNTING DETAIL

```
PCHL2109 V4.1            ADVANCED PURCHASING/INVENTORY    10/14/1999   1:59 PM
LINK TO:                REQUISITION ACCOUNTING DETAIL

REQUISITION ID: 511R0000022   LINE NO: 001 BPO LN:    BUYER:        /
COMMODITY     : 952-01        ADOPTION SERVICES
QUANTITY      : 1.00               STATE TAX :      LOCAL TAX :
PURCHASE U/M  : EA.   UNIT COST: 2,500.0000    EST TOTAL COST:     2,500.00
CS138 ID      : 511S0000102
ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    AMOUNT
01 511 00 10011 11111  0001 0001 199279 88 787830 88 0001 0002 000003 2,500.00




MORE ACCOUNTING:  N           CURRENT DETAIL ACCOUNTING AMOUNT:    2,500.00


F1-HELP      F2-SELECT    F3-DELETE    F4-ACCT     F5-NEXT      F6-VW DOC
             F8-VW SPECS  F9-LINK      F10-SAVE    F11-VW ACCT  F12-LN SPEC
```

Screen Description

This screen is accessed from the Requisition Header Entry screen (PCHL2100) when F10 is selected and the distribution method is multiple. This transaction processing screen is the second step in processing a multiple distribution requisition/job ticket. The requisition/job ticket **line number** refers to commodity information while the requisition/job ticket **suffix** refers to the accounting treatment.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Requisition Header Entry screen (PCHL2100) and generates a new line number for each detail. The requisition header suffixes, and the accounting treatments they refer to, are displayed in the accounting information section in the lower part of the screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system transfers to the Commodity Table Inquiry screen (PCHL1100) or to the Blanket Purchase Order Commodity Summary screen (PCHL2350), if requesting goods from a blanket purchase order. These screens allow the user to select a commodity to place on the requisition. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

                       In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3. This is not available for single distribution methods.

F4—Acct   The system transfers to the Requisition Accounting Detail screen (PCHL2111). This screen displays the accounting detail for the document ID displayed on the screen, and allows the user to add more accounting lines to the document, if needed.

F5—Next   The system retrieves the next document detail entry based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The screen transfers to the Requisition Commodity Summary screen (PCHL2120). This screen summarizes the requisition document by line number.

F8—Vw Specs   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing

stops.

F10—Save   The system saves the requisition accounting detail record, based on the
                      requisition ID and line number. After the required elements have been
                      entered, this function transfers to the Requisition Detail Entry screen
                      (PCHL2110). This screen allows specifications to be entered for the line
                      number displayed. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Requisition Accounting Information Summary
                      screen (PCHL2125). This screen summarizes the requisition/job ticket
                      document suffix.

F12—Ln Spec   The system transfers to the Requisition Detail Entry screen (PCHL2110).
                      This screen allows specifications to be entered for each requisition line
                      number.

ENTER—   The system retrieves the first record, based on the document ID and line
Inquire   number entered. If the document ID currently displayed does not exist, an
                      error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Requisition ID   Enter up to a 12-character requisition ID to inquire on a specific record. If
                      the record does not exist, a message is shown and processing stops. When
                      this screen is accessed from an associated screen with a specific requisition
                      record displayed, the requisition ID is retrieved. (Required)

Line No   Enter up to a three-character line number to inquire on a specific record. If
                      the record does not exist, a message is shown and processing stops. When
                      this screen is accessed from an associated screen with a specific document
                      record displayed, the first line number is retrieved. When creating a new
                      record, the system generates the line number. (Required)

BPO Ln   The system retrieves the blanket purchase order line number for release
                      documents, based on the commodity ID entered.

Buyer   Enter up to an eight-character buying department. This must exist in the
                      Department Table (PCHL5970). Enter up to a four-character buyer code.
                      This must exist in the Buyer Table (PCHL5700). The department and buyer

fields will default and become protected fields if entered on the Requisition Header Entry screen (PCHL2100). (Optional)

Commodity   Enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). (Required)

Commodity Name   The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).

Quantity   Enter up to a nine-digit quantity. If the user wants other than '00' after the decimal, the user must insert the decimal and up to two digits following the decimal. (Required)

State Tax   Enter the tax indicator: **(Not used in Michigan)**

                         Blank or N   — No tax
                         E   — Tax is extra
                         I   — Tax is included in the unit cost

                         Enter the tax rate indicator as defined in the Tax Rate Table Maintenance screen (PCHL5775).

Local Tax   Enter the tax indicator. **(Not used in Michigan)**

                         Blank or N   — No tax
                         E   — Tax is extra
                         I   — Tax is included in the unit cost

                         Enter the tax rate indicator as defined in the Tax Rate Table Maintenance screen (PCHL5775).

Purchase U/M   The system retrieves the unit of measure established for this commodity on the Commodity Table (PCHL5100). This may be overridden by entering up to a three-character purchase unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost   The system retrieves the last price paid for the commodity, up to 11-digits. The user can override the unit cost, by entering up to an 11-digit unit cost. If the user wants other than '0000' after the decimal, the user must insert the decimal and up to four digits following the decimal. (Required)

Est Total Cost   The system generates the estimated total cost, based on unit cost and quantity.

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CS138 ID   Enter up to a 12-character CS138 ID or predetermined value if the
                    Commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or
                    predetermined value may be retrieved from a blanket purchase order.

Accounting   These fields represent the accounting line(s) to which the funds of this
Information   financial transaction are applied. The accounting information and format
                    displayed on each screen is dependent upon the financial accounting
                    software integrated with ADPICS. Field descriptions for the
                    implementation of ADPICS with R★STARS is contained in Section 1.0001.

Amount   The user must enter the dollar amount to be applied to each account code
                    combination. (Required)

More Accounting   An 'N' indicates that there is no more accounting information for the
                    requisition line displayed. A 'Y' indicates that there is more accounting
                    information for the requisition line being displayed. This is retrieved by
                    the system.

Current Detail   The system calculates the valid accounting dollar amount based on the
Accounting   amounts entered by the user.
Amount

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3.2110 REQUISITION DETAIL ENTRY

```
PCHL2110 V4.1             ADVANCED PURCHASING/INVENTORY      10/14/1999   2:02 PM
LINK TO:                       REQUISITION DETAIL ENTRY

REQUISITION ID: 511R0000022  LINE NO: 001 BPO LN:          BUYER:        /
COMMODITY     : 952-01          ADOPTION SERVICES
QUANTITY      : 1.00             STATE TAX :           LOCAL TAX :
PURCHASE U/M  : EA.   UNIT COST: 2,500.0000       EST TOTAL COST:  2,500.00
CS138 ID      : 511S0000102
BLOCK FUNCTION: COPY  (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                             BLOCK 000 OF 000
ORDERED PER REQUEST OF FINANCE DEPARTMENT                               <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
SPEC IDS:
F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE     F11-VW ACCT
```

Screen Description

This screen is accessed from the Requisition Header Entry screen (PCHL2100) when F10 is selected and the distribution method is single or percentage. This transaction processing screen is the second step in processing a single or percentage distribution requisition/job ticket. The requisition/job ticket **line number** refers to the commodity information, while the requisition/job ticket **suffix** refers to the accounting treatment.

For start−up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Requisition Header Entry screen (PCHL2100) and generates a new line number for each detail.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system transfers to the Commodity Name Inquiry screen (PCHL1100), or to the Blanket Purchase Order Commodity Summary screen (PCHL2350), if requesting goods from a blanket purchase order. These screens allow the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops.

F4—Blk Func   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a specification ID to copy:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

F5—Next   The system retrieves the next document detail entry based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The screen transfers to the Requisition Commodity Summary screen (PCHL2120). This screen summarizes the requisition document by line number.

F7—Pr Blk   The system retrieves the previous block of specification text.

F8—Nx Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow

access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the requisition specification detail based on the requisition ID and line number. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Requisition Accounting Information Summary screen (PCHL2125). This screen summarizes the requisition/job ticket document by suffix.

F12—Ln Acct   The screen transfers to the Requisition Accounting Detail screen (PCHL2109). This screen displays the detail accounting information for the line indicated on this screen. This function is only available when the document's distribution method is multiple.

ENTER—   The system retrieves the record, based on the document ID and line number
Inquire   entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops.

CL─Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Requisition ID	Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
BPO Ln	The system retrieves the blanket purchase order line number for release documents, based on the commodity ID entered.
Buyer	Enter up to an eight-character department. This must exist in the Department Table (PCHL5970). Enter up to a four-character buyer code. This code must exist in the Buyer Code Table (PCHL5700). The department and buyer fields will default and become a protected fields if

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entered on the Requisition Header Entry screen (PCHL2100). (Optional)

Commodity   Enter up to an 11-character commodity ID. This must exist on the
Commodity Table (PCHL5100). (Required)

Commodity Name   The system retrieves the valid commodity name, up to 25 characters, as it
appears in the Commodity Table (PCHL5100).

Quantity   Enter up to a nine-digit quantity. If the user wants other than '00' after the
decimal, the user must insert the decimal and up to two digits following the
decimal. (Required)

State Tax   Enter the tax indicator. **(Not used in Michigan)**

        Blank or N   —No tax
        E   —Tax is extra
        I   —Tax is included in the unit cost

Enter the tax rate indicator as defined in the Tax Rate Table Maintenance
screen (PCHL5775).

Local Tax   Enter the tax indicator. **(Not used in Michigan)**

        Blank or N   —No tax
        E   —Tax is extra
        I   —Tax is included in the unit cost

Enter the tax rate indicator as defined in Tax Rate Table Maintenance
screen (PCHL5775).

Purchase U/M   The system retrieves the unit of measure established for this commodity on
the Commodity Table (PCHL5100). This may be overridden by entering up
to a three-character purchase unit of measure. This must exist in
Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost   The system retrieves the last price paid for the commodity, up to 11-digits.
The user can override the unit cost, by entering up to an 11-digit unit cost.
If the user wants other than '0000' after the decimal, the user must insert the
decimal and up to four digits following the decimal (Required).

Est Total Cost   The system generates the estimated total cost, based on unit cost, quantity,
and taxes.

CS138 ID   Enter up to a 12-character CS138 ID or predetermined value if the
Commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or
predetermined value may be retrieved from a blanket purchase order.

Block Function   Enter ISRT, DLET, DUP, or a SPEC ID to copy: (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the
current block

Specification Info Enter up to 10 lines of 70 characters. (Optional)

Block   The system generates the block number. The user may enter a block
number for inquiry purposes. (Optional)

Spec IDs   The system retrieves the specification ID, based on the cross reference
created on the Specifications by Commodity screen (PCHL5450) or
specifications IDs entered on Specifications/Terms Selection screen
(PCHL2126). Up to ten specification ID's may be entered. This must exist
in the Specifications/Terms Table (PCHL5500).

3.2111 REQUISITION ACCOUNTING DETAIL

```
PCHL2111 V4.1                ADVANCED PURCHASING/INVENTORY   08/15/1994   12:00 PM
LINK TO:                     REQUISITION ACCOUNTING DETAIL

REQUISITION ID : 027R4000052  LINE NO: 001  LINE TOTAL: 24,444,442.00
COMMODITY ID   : 005              PENS, BLUE
 SX AGY AY INDEX PCA  COBJ AOBJ GRANT PH  PROJ PH  AG1  AG2  AG3       AMOUNT
 01 HTV                                                           24444442.00




                             CURRENT DETAIL ACCOUNTING AMOUNT:      24,444,442.00

 F1-HELP                 F3-DEL ACTG                    F5-NEXT
 F7-PRIOR PG  F8-NEXT PG  F9-LINK        F10-SAVE
```

Screen Description

This screen is accessed from the Requisition Accounting Detail screen (PCHL2109) when F4 is selected. This transaction processing screen displays the accounting detail for the requisition ID displayed on the screen. From this screen, the user can update the accounting detail displayed. In addition, the user may enter up to a total of 99 accounting lines for a multiple distribution method requisition.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F3—Del Actg   The system will delete the accounting suffix line that the cursor is positioned on.

F5—Next   The system retrieves the accounting suffix lines for the next detail entry line number, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F7—Prior Pg   The previous page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and first accounting suffix displayed. If the first accounting suffix is already displayed, an error message is shown.

F8—Next Pg   The next page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the accounting detail record, based on the document ID and line number. If the record already exists, it is replaced.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
Requisition ID	Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific requisition record displayed, the requisition ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
Line Total	The system calculates and displays the direct voucher line total.
Commodity ID	The system retrieves the commodity ID, based on the line number displayed.

Commodity Name   The system retrieves the valid commodity name, based on the commodity
                  ID displayed.

Master   These fields represent the accounting line(s) to which the funds of this
Accounting   financial transaction are applied. The accounting information and format
Information   displayed on each screen is dependent upon the financial accounting
                  software integrated with ADPICS. Field descriptions for the
                  implementation of ADPICS with R★STARS is contained in Section 1.0001.
                  (Required)

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3.2117 CS138 HEADER ENTRY

```
PCHL2117 V4.1            ADVANCED PURCHASING/INVENTORY    02/15/2000  3:41 PM
LINK TO:                     CS138 HEADER ENTRY

CS138 ID   : 071S0000014              PREAUTHORIZED: N     ACTION IND: P
DOC TYPE   : CS                       NOTE PAD:  N         DENIED    : N
                                                           STATUS    :
DEPARTMENT : 071         MANAGEMENT AND BUDGET
CONTACT    : NATALIE                                  CREATE  : 02/15/2000
PHONE      : 517 335-1569                             UPDATE  : 02/15/2000
VENDOR ID  : 3385464520    NANCY ALTENA
PRIMARY COMMODITY : 918-29          COMPUTER-SOFTWARE CONSULTANT
REQUESTED AMOUNT  :     8,000.00   EFF DATE: 03/01/2000  END DATE: 03/31/2000
ADDITIONAL REQ AMT:                REVISED END DATE:
CUMULATIVE TOTAL  :     8,000.00   CHANGE # :           FUND   : G
CS138 TITLE: PROGRAMMING                               SPS/IC : I
LOCATION OF SERVICE: STATEWIDE
EMP AFFECTED:    0          POS ELIMINATED:    0     RE-EMPLOY:
UNION/NERE CODE:                                       NOTICE DATE:
REQUESTED UNDER STANDARD(S):  A: Y   B:  N   C:  N   D:  N   E:  N
ACTION UNDER STANDARD(S):     A: Y   B:  N   C:  N   D:  N   E:  N


F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT     F6-VIEW DOC
                         F9-LINK      F10-SAVE     F11-COMMENTS F12-PRINT
```

Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F11 is
selected. This transaction processing screen allows for entry of needed information to acquire
Civil Service approval to contract for personal services.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows users to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in Vendor ID, the system transfers to Vendor Name Inquiry screen (PCHL1200), allowing the user to select and return a vendor ID and associated vendor name to the document. If the cursor is on Primary Commodity, the system transfers control to

Commodity Table Inquiry screen (PCHL1100), allowing users to select and return a commodity ID and associated commodity name. If the cursor is on Union/Nere Code, the system transfers control to Union/Nere Code Selection screen (PCHL2999), allowing users to select and return a union/nere code.

F3—Delete   The system deletes the CS138 document record and related blocks if the user has appropriate authority. If the document record does not exist, is in approval, or the document is posted, an error message is shown and processing stops.

F4—Copy   This function will copy the CS138 that is displayed in the CS138 ID line and create a new CS138 number.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the CS138 Commodity Summary screen (PCHL2113).

F9—Link   The system transfers to the screen identified in the "Link To" field with proper security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the CS138, based on the CS138 ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the CS138 Detail Entry screen (PCHL2118).

F11-Comment   The system transfers authorized users to the CS138 Review Comments Entry screen (PCHL2119) to enter or review comments.

F12—Print   The system sends the document to the printer assigned to the user's terminal based on the printer ID of the requisition.

ENTER—Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—EXIT   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
CS138 ID	Enter up to a 12-character CS138 ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Preauthorized	The system defaults to 'N' (No). Change to 'Y' if this is a request to have this commodity preauthorized for the department. (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P' (post) and select F10-Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system.
Doc Type	Enter the appropriate two-character document type. This must exist in the Miscellaneous Table 64 (PCHL5750). The document type will default to 'CS.' (Required)
Note Pad	The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.
Denied	The system defaults to 'N' (no). If the request to contract for personal services is denied by Civil Service, this field will be changed to 'Y' (Yes) and posted. (Required)
Status	The document's current status is displayed.
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970), The system defaults the department ID based on the department ID entered. (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.
Contact	The system retrieves up to a 40-character contact name from the Department Table (PCHL5970), based on the department ID displayed.

Create	The document's create date is displayed.
Phone	The telephone number is retrieved from the Department Table (PCHL5970), based on the department ID entered. This can be changed by overtyping.
Update	The document's latest update date is displayed.
Vendor ID	Enter up to a 10-character Vendor ID if known, "to be bid," or "various." The vendor ID must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)
Vendor Name	The system retrieves the vendor name, based on the vendor ID entered.
Primary Commodity	Enter up to an 11-character jurisdictional commodity ID. The commodity should begin with '9' and not be identified as non-jurisdictional on the Non-Jurisdictional Commodity Code Entry Table (PCHL5770). This field and the Cumulative Amount drives the approval path. This must exist on the Commodity Table (PCHL5100). (Required)
Commodity Name	The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).
Requested Amount	Enter the total amount for the service requested. (Required)
Eff Date	Enter up to an eight-digit effective date, which is the date the project is to begin. The effective date drives the document numbering. (Required)
End Date	Enter up to an eight-digit date when the project is to end. (Required)
Additional Req Amt	This field is protected if the document is new and can only be entered during advice of change. Enter the additional amount requested for the CS138 ID. (Optional)
Revised End Date	This field is protected if the document is new. Enter the new end date during advice of change if applicable. (Optional)
Cumulative Total	The system calculates the cumulative total of the document. For a new document, Cumulative Total = Requested Amount. For a changed document, Cumulative Total = Cumulative Total + Additional Req Amt. This field and the Primary Commodity drives the approval path.

Change #   The system displays the most recent change sequence number if there is a posted change order for the CS138 displayed.

Fund   Enter the one-character fund source. This must be 'G' (General Fund), 'F' (Federal), 'M' (Matching), or 'R' (Restricted). The system defaults to 'G' (General Fund). (Required)

CS138 Title   Enter up to a 40-character descriptive title of the project or service requested. (Optional)

SPS/IC   Enter the one-character SPS/IC code. This must be 'S' (Special Services) or 'I' for Independent Contractor. The system defaults to 'I.' (Required)

Location of   Enter up to a 50-character location where the work is to be performed.
Service   (Required)

Emp Affected   Enter the four-digit quantity of employees affected by this request. The system defaults to zero. (Required)

Pos Eliminated   Enter the four-digit quantity of positions that will be eliminated by this request. The system defaults to zero. (Required if Emp Affected is greater than zero)

Re-employ   Enter the one-digit re-employ provision code: 'R' (Retired or Reassigned), 'H' (Hired), 'L' (Laid Off), or 'O' (Other) (At least one of these four fields is required if Emp Affected is greater than zero).

Union/Nere Code   Enter the Union/Nere Code of the union to be notified or press F2 Select to access the Union/Nere Code Selection screen (PCHL2999) and select the appropriate Union/Nere Code. (Required if Notice Date is entered.)

Notice Date   Enter the date the union/nere was notified. (Required if Union/Nere Code is entered.)

Requested Under   The system defaults to 'N' (no). Change the appropriate standard to 'Y'.
Standard(s)   At least one of the standards must be 'Y' (yes). (Required)

Action Under   The system defaults to 'N' (no). Civil Service will change the appropriate
Standard(s)   standard to 'Y' (yes). (Required)

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3.2118 CS138 DETAIL ENTRY

```
PCHL2118 V4.1              ADVANCED PURCHASING/INVENTORY      10/15/1999   8:57 AM
LINK TO:                         CS138 DETAIL ENTRY

CS138 ID :  071S0000015           LINE NO: 001     REQUESTED STANDARD: Y N N N N
COMMODITY CODE: 918-29                    COMPUTER-SOFTWARE CONSULTANT
CS138 TITLE: PROGRAMMING
--------------------------------------------------------------------------------
NATURE OF SERVICE: (ISRT, DLET, DUP)
BLOCK > PROGRAMMING TO HELP WITH Y2K PROBLEMS
001 OF>
001  >
FUNCT >
     >
--------------------------------------------------------------------------------
HOW REQUEST MEETS STANDARDS: (ISRT, DLET, DUP)
BLOCK > SERVICE IS NOT PREDICTABLE AND IS TO COMPILE STATISTICS FROM
001 OF>  DATABASE, CHANGE CODE, ETC.
001  >
FUNCT >
     >

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNCTION          F5-NEXT
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE                 F11-COMMENT
```

Screen Description

This screen is accessed from the CS138 Header Entry screen (PCHL2117) when a new document is saved. This transaction processing screen allows the user to add multiple commodities to the CS138 and free form text blocks to describe 'Nature of Service' and 'How Request Meets Standards' for every commodity.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	If the cursor is positioned in the Commodity Code field, the system transfers to the Commodity Name Inquiry screen (PCHL1100), allowing the user to select and return a commodity ID and associated commodity name to the document.
F3—Delete	The system deletes the commodity line record if the user has appropriate authority. The related blocks are also deleted. If the commodity line record does not exist, is in approval, or is posted, an error message is

shown and processing stops.

F4—Blk Function   One of three functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, or DUP.

- ■ 'ISRT' to insert a blank block after the current block
- ■ 'DLET' to delete the current block
- ■ 'DUP' to duplicate the current block

F5—Next   The system retrieves the next document detail entry based on the CS138 ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F7—Pr Blk   The system retrieves the previous block of comments of "Nature Of Service" or "How Request Meets Standards" based on cursor position.

F8—Nx Blk   The system retrieves the next block of comments for "Nature Of Service" or "How Request Meets Standards" based on cursor position.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the CS138 detail line information based on the CS138 ID and line number. If the record already exists, it is replaced.

F11—Comment   The system transfers to the CS138 Review Comments Entry screen (PCHL2119) to enter or review comments.

ENTER—Inquire   The system retrieves the record, based on the document ID and line number entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL-Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
CS138 ID	Enter up to a 12-character CS138 ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document

record displayed, the document ID is retrieved. (Required)

Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
Requested Standard	The system populates the field based on the CS138 Header Entry screen (PCHL2117).
Commodity Code	The system populates the field based on the Primary Commodity Code on the CS138 Header Entry screen (PCHL2117). This field may be overtyped. Users cannot change the commodity code on existing lines once the CS138 has been posted. New lines can be added using an Advice of Change. This must exist on the Commodity Table (PCHL5100). (Required)
CS138 Title	The system populates the field based on the CS138 Header Entry screen (PCHL2117).

Block Function 1   Enter ISRT, DLET, or DUP. (Optional)
and Block
Function 2

      ■ 'ISRT' to insert a blank block after the current block
      ■ 'DLET' to delete the current block
      ■ 'DUP' to duplicate the current block

Block 1 and Block 2	The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)
Nature of Service Line 1 - 5	Enter text for the Nature of Service. Users cannot change the "Nature of Service" once the CS138 has been posted. New lines can be added using an Advice of Change. (Optional)
How Request Meets Standard Line 1 - 5	Enter text for how request meets the standard. Users cannot change the "How Request Meets Standard" once the CS138 has been posted. New lines can be added using an Advice of Change. (Optional)

3.2119 CS138 REVIEW COMMENTS ENTRY

```
PCHL2119 V4.1              ADVANCED PURCHASING/INVENTORY      10/15/1999   9:14 AM
LINK TO:                      CS138 REVIEW COMMENTS ENTRY

CS138 ID: 071S0000014


BLOCK FUNCTION :          (ISRT, DLET, DUP)                  BLOCK 001 OF 001
CIVIL SERVICE DEPARTMENT REVIEW COMMENTS

NO STATE EMPLOYEE CLASSIFICATION HAS BEEN                                      <
BEEN ESTABLISHED TO FULFILL THIS NEED.                                   <
THEREFORE, CONTRACTUAL SERVICE REQUEST                                         <
HAS BEEN GRANTED UNDER STANDARD A.                                             <
SERVICE IS TEMPORARY AND INTERMITTENT                                          <
AS WELL AS REQUIRING SPECIAL SKILLS.                                           <
                                                                         <
                                                                         <
                                                                         <
                                                                         <



F1-HELP                   F3-DELETE    F4-BLOCK      F5-NEXT
F7-PR BLK     F8-NX BLK   F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the CS138 Header Entry screen (PCHL2117) when F11 is selected. This transaction processing screen allows the user to enter comments about the CS138.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes all the Review Comment block(s) based on CS138 ID if the user has the appropriate authority. If the record does not exist, is in approval, or is posted, an error message is shown and processing stops.
F4—Block	One of three functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, or DUP.

      ■ 'ISRT' to insert a blank block after the current block
      ■ 'DLET' to delete the current block
      ■ 'DUP' to duplicate the current block

F5—Next The system retrieves the next document record based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.

F7—Pr Blk The system retrieves the previous block of comments text.

F8—Nx Blk The system retrieves the next block of comments text.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save The system saves the CS138 specification detail, based on the CS138 ID. If the record already exists, it is replaced.

ENTER—Inquire The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

CS138 ID Enter up to a 12-character CS138 ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Block Function Enter ISRT, DLET, or DUP. (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block

Block The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

Civil Service Enter text for a detailed description of review comments. (Optional)
Department

Review
Comments

3.2121 REQUISITION ADDRESS TABLE MAINTENANCE

```
  PCHL2121 V4.1           ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
   LINK TO:              REQUISITION ADDRESS TABLE MAINTENANCE

 REQUISITION ID: RQ000035
          LINE NO: 002

          S S/B QTY           ADDR   CD   ADDRESS
               DATE
           S    100.00        00001      13135 TEST DRIVE
               10/10/93                  UNULE                 CA  54321










   F1-HELP    F2-SELECT    F3-DELETE                     F5-NEXT
              F8-NEXT PG   F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Requisition Inquiry menu (PCHL2401) when F6 is selected. It
is also accessed from the Requisition Header Entry screen (PCHL2100) when F7 is selected.
This transaction processing screen allows the user to indicate multiple ship to and bill to
addresses for each detail line entered on a requisition, as well as specific quantities and dates by
address.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Other Address Table Maintenance screen (PCHL5250) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the address detail information. It also defines other document address records, which are frequently used.
F3—Delete	The system deletes the address record if the user has appropriate authority. If the address record does not exist, or the document is posted, an error message is shown and processing stops.
	In addition, the user may delete a shipping or billing address by entering an

State of Michigan

'S' in the selection indicator column of the address to be deleted and selecting F3.

F5—Next The system retrieves the next document address detail entry, based on the document ID and line number displayed on the screen. If there are no more document address detail entry lines, an end-of-file message is shown and processing begins with the first document address detail entry line.

F8—Next Pg The next page of shipping and billing addresses is retrieved and displayed, based on the document ID, line number and last address displayed. If the last address is already displayed, an error message is shown.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save The system saves the requisition address record, based on the requisition ID and line number. If the record already exists, it is replaced.

ENTER— The system retrieves the record, based on the document ID entered. If the
Inquire document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Requisition ID	Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific requisition record displayed, the requisition ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved.. (Required)

Selection
Indicator

Enter an 'S' in this field to select an address. When F2 is selected, the system transfers to the Other Address Table Maintenance screen (PCHL5250). This screen displays the detailed address information. (Optional)

Ship—Bill
Indicator

Enter 'S' to ship or 'B' to bill. (Required)

Ship—Bill
Quantity Order

Enter the ship/bill to quantity for the requisition line number displayed. When entering the ship/bill to at the document level ('000') this field is optional, and the system will default to '00.00' when the record is saved. This field is required when entering the ship/bill to at the line level (i.e., '001' or '002'). (Optional)

Address Code

Enter up to a five-character ship/bill to address code. This must exist in the Other Address Table (PCHL5250). (Required)

Address

The system retrieves the address, based on the address code entered.

Date

Enter up to an eight-digit ship/bill date. (Optional)

3.2126 SPECIFICATIONS/TERMS SELECTION

```
PCHL2126 V4.1           ADVANCED PURCHASING/INVENTORY    08/15/1994    12:00 PM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : RQ00045        LINE NO: 000
S    ID          SHORT TITLE         S     ID          SHORT TITLE
     TERM1    TEST TERM 1                   TERM1    TEST TERM 1




BLOCK FUNCTION:       (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
        CONSULTING SERVICES FOR DEVELOPMENT SUPPORT






F1-HELP          F2-SELECT     F3-DELETE     F4-BLOCK FUNC
F7-PRIOR BLK     F8-NEXT BLK   F9-LINKF10-SAVE      F11-FRWD TRMS
```

Screen Description

This screen is accessed from several document entry screens when F8 is selected. This transaction processing screen lists all standard terms or specifications currently linked to a document or commodity. This screen also allows the user to update free-form terms and specifications text.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The system receives the document ID and line number from the accessing screen. If the screen was accessed from a document header entry screen (e.g., PCHL2100, PCHL2360), the user can enter standard or free-form terms. If the screen was accessed from a document detail entry screen (e.g., PCHL2110, PCHL2365), the user can enter standard or free-form specifications.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the selected specification or term. The system transfers to the Table Lookup (PCHL5999) when the cursor is positioned in the ID field. This screen allows the user to select an appropriate ID and return it to the ID field.

F3—Delete   The system deletes the selected item(s) if the user has appropriate authority. If an item cannot be deleted, an error message is shown and processing stops.

F4—Blk Func   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a specification/term ID to copy:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' or 'TERM ID' (based on accessing screen) the specification or term is copied into the text area after the current block

F7—Prior Blk   The system displays the previous block of specification or term information.

F8—Next Blk   The system displays the next block of specification or term information.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the specifications/terms based on the document ID and line number. If the record already exists, it is replaced.

F11—Frwd Trms   This function is only available when the screen is accessed from the Invitation to Bid Definition screen (PCHL2311). When this function key is selected, the free-form terms attached to the requisition will be carried forward, and be attached to the invitation to bid.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Document ID   Enter up to a 12-character document ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Line No   The system retrieves the line number. The default of '000' will be displayed if accessed from a document header entry screen (e.g., PCHL2100, PCHL2340). Only free-form text for the top of the document is allowed. In order to enter standard and/or free-form text for the bottom of the document, line number '999' must be entered.

Select   Enter an 'S' in this field to select a specification or term. When F2 is selected, the system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500). This screen allows the user to view the selected specification or term. (Optional)

ID   Enter up to ten specifications/terms ID to be attached to the document. These must exist in the Specifications/Terms Table (PCHL5500). The text for the specifications and/or terms entered in these fields will not be displayed on this screen, but will be printed on the document. (Required)

Short Title   The system retrieves the short title, based on specifications/terms ID entered.

Block Function   Enter ISRT, DLET, DUP, or a term/specification ID to copy: (Optional)

- 'ISRT' to insert a blank block after the current block
- 'DLET' to delete the current block
- 'DUP' to duplicate the current block
- 'TERM ID' or 'SPEC ID' (based on accessing screen) the term or specification is copied into the text area after the current block

Block   The system generates the block number. The user may enter a block number for inquiry purposes.

Line 1 — Line 10   Enter up to 70 characters of text per line for the specification/term. (Optional)

State of Michigan

3.2230 BID TABULATION — VENDOR SUMMARY

```
PCHL2230 V4.1           ADVANCED PURCHASING/INVENTORY    08/15/199412:00 PM
LINK TO:                BID TABULATION - VENDOR SUMMARY          Page 01 of 01

BID ID : 088R4000013
          MAIL                          EVL  $                    PCT
S VENDOR ID  CODE  VENDOR NAME        SCORE RNK RNK C/I   TOTAL COST  DEV
          2222222222                  ACE HARDWARE, INC     001      001   001
          C    134.0          10.0
          0000000001                  SMITH & SONS, INC     002      002   002
          C    140.0          14.0
          0000000001                  SMITH & SONS, INC     003      003003 C
          140.014.0






F1-HELP     F2-SELECT                            F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F3 is selected. This transaction processing screen inquires against the Bid Cross Reference file to retrieve and display bid entry information by vendor. From this screen the user can award a bid to one of the vendors.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system designates the selected vendor with a 'C' in the selection column, assigns an award number, and transfers to the Purchase Order/Contract Writing screen (PCHL2340) or Blanket Purchase Order Writing screen (PCHL2342), depending on the value in the blanket/standard indicator field on the Invitation to Bid Definition screen (PCHL2311).

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F7—Prior Pg   The previous page of vendor bids is retrieved and displayed based on the bid ID and the first vendor ID displayed. If the first vendor's bid is already displayed, an error message is shown.

F8—Next Pg   The next page of vendor bids is retrieved and displayed based on the bid ID and the last vendor ID displayed. If the last vendor's bid is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

ENTER—   The system retrieves the record, based on the document ID, vendor ID and
Inquire   mail code entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Bid ID   Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific invitation to bid record displayed, the bid ID is retrieved. (Required)

Select   Enter an 'S' in this field to select a vendor to be awarded the bid (only one bid can be awarded from this screen). Depending on the value in the blanket/standard indicator field on the Invitation to Bid Definition screen (PCHL2311), the system transfers to the Blanket Purchase Order Writing screen (PCHL2342), or the Purchase Order /Contract Writing screen (PCHL2340). The system generates the document ID and retrieves the necessary data in preparation for completing the document. (Optional)

Vendor ID   The system retrieves the vendor ID, based on the Bid ID entered.

Mail Code   The system retrieves the vendor's three digit mail code, based on the vendor
                 ID displayed.

Vendor Name   The system retrieves the vendor's name, based on the vendor ID displayed.

Score   The system displays the score for the vendors, based on the total cost for
                 each vendor.

Evl Rnk   The system displays the evaluation rank for the vendor displayed.

$ Rnk   The system calculates the dollar rank, based on total cost.

C/I   The system displays 'C' (complete) if the quantity ordered equals the
                 quantity bid. Otherwise, the system displays 'I' (incomplete)

Total Cost   The system calculates the total cost based on quantities, costs, discounts and
                 taxes.

Pct Dev   The system calculates the percentage deviation based on the estimated cost
                 for the requisition and the bid cost. When the deviation is '−' (minus), the
                 bid cost is less than the requisition estimated cost. When the deviation is
                 '+' (plus),the bid cost is more than the requisition estimated cost

3.2231 INVITATION TO BID EVALUATION ENTRY

```
PCHL2231 V4.1              ADVANCED PURCHASING/INVENTORY   08/15/1994  12:00 PM
LINK TO:                  INVITATION TO BID EVALUATION ENTRY

INVITATION TO BID ID: 027I4000201
VENDOR ID/MAIL CODE : 3222222220 / 001   G & G PAPER
                                                         VEND.  EXTND
ITEM ITEM DESCRIPTION                               PCT  SCORE  SCORE
 1   COST                                            50     8      4
 2   STYLE                                           25     2      1
 3   VENDOR RESPONSIVENESS                           25     6      2
                                                         -----  -----




                                            TOTAL   :     16      7

F1-HELP                    F3-DELETE                 F5-NEXT
                           F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F6 is selected. This transaction processing screen allows the user to enter scores for the evaluation criteria for the vendor's response to the invitation to bid.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the vendor bid record if the user has appropriate authority. If the vendor bid record does not exist, or the document is posted, an error message is shown and processing stops.
F5—Next	The system retrieves the next vendor record, based on the document ID and vendor ID displayed on the screen. If there are no more vendor for the document ID displayed, the system retrieves the next document ID and first vendor ID. If there are no more documents, an end-of-file message is shown and processing begins with the first document.

F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
F10—Save	The system saves the Invitation to Bid Evaluation record based on the invitation to bid ID and vendor ID displayed.
ENTER— Inquire	The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Invitation to Bid ID	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific invitation to bid record displayed, the invitation to bid ID is retrieved. (Required)
Vendor ID	Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. (Required)
Vendor Mail Code	Enter up to a 3-character vendor mail code to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor mail code is retrieved. (Required)
Item	The system will retrieve up to a two-character item number, as established on the Bid Evaluation Definition screen (PCHL2316).
Item Description	The system retrieves the item description, as established on the Bid Evaluation Definition screen (PCHL2316).
Percent	The system retrieves the percent for the item, as established on the Bid Evaluation Definition screen (PCHL2316).

Vend. Score   Enter the vendor score. (Required)

Extnd Score   The system calculates the extended score, based on the percent and vendor score displayed.

Total   The system will calculate the total scores, based on the vendor scores and extended scores displayed.

3.2240 BID TABULATION — COMMODITY DETAIL

```
PCHL2240 V4.1          ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
LINK TO:                BID TABULATION - COMMODITY DETAIL          PAGE 01 0F 01

BID ID        : ITB00000001
COMMODITY     : 850-12          BLANKETS, BEDDING, ALL TY
REQUISITION ID: 088R4000016
LINE NO       : 001  QTY ORDERED:     1.00
S VENDOR  MAIL CD  VENDOR NAME
  RNK C/I UNIT COST     TAX DSCNT QTY BID   QTY AWARD   TOTAL COST    % DEV
  1000000000  001  ACE HARDWARE, INC
  001  C       10.0000               1.00               10.00       90.




F1-HELP     F2-SELECT                                   F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F4 is selected. This transaction processing screen inquires against the Bid Cross-Reference file to display bid records for a commodity in vendor order.   From this screen the user may award a bid to one of the vendors.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system designates the selected vendor with a 'C' in the selection column, assigns an award number, and transfers to the Purchase Order/Contract Writing screen (PCHL2340) or Blanket Purchase Order Writing screen (PCHL2342), depending on the value in the blanket/standard indicator field on the Invitation to Bid Definition screen (PCHL2311).

F5—Next The system retrieves the next bid ID/commodity record, based on the bid ID and commodity ID displayed on the screen. All vendor bids for the commodity are listed in the order of rank. If there are no more bid/commodity records, an end-of-file message is shown and processing begins with the first bid/ commodity record.

F7—Prior Pg The previous page of vendor bids for the current commodity ID is retrieved, based on the bid ID, commodity ID and the first vendor displayed. If the first vendor's bid for the commodity is already displayed, an error message is shown.

F8—Next Pg The next page of vendor bids for the current commodity ID is retrieved, based on the bid ID, commodity ID and the last vendor displayed. If the last vendor's bid for the commodity is already displayed, an error message is shown.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

ENTER—Inquire The system retrieves the record, based on the document ID and commodity ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

Bid ID Enter up to a 12-character bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. To retrieve the first commodity record, select F5. To inquire by selecting ENTER, the user must enter the commodity ID, requisition ID and requisition line number. (Required)

Commodity ID The system retrieves the commodity ID when the user selects F5. Otherwise, the commodity ID must be entered. (Required)

Commodity Name The system retrieves the commodity name, based on the commodity ID displayed.

Requisition ID   The system retrieves the requisition ID when the user selects F5. Otherwise, the requisition ID must be entered. (Required)

Line No   The system retrieves the line number for the requisition when the user selects F5. Otherwise, the line number must be entered. (Required)

Qty Ordered   The system retrieves the quantity ordered, based on the requisition ID displayed.

Select   Enter an 'S' in this field to select a vendor to be awarded the bid (only one bid can be awarded from this screen). Depending on the value in the blanket/standard indicator field on the Invitation to Bid Definition screen (PCHL2311), the system transfers to the Blanket Purchase Order Writing screen (PCHL2342), or the Purchase Order /Contract Writing screen (PCHL2340). The system generates the document ID and retrieves the necessary data in preparation for completing the document. (Optional)

Vendor   The system retrieves the vendor ID, based on the bid ID and commodity ID.

Mail Cd   The system retrieves the mail code, based on the vendor ID displayed.

Vendor Name   The system retrieves the vendor name, based on the vendor ID displayed.

Rnk   The system derives the rank based on the calculated bid evaluation scores. If no bid evaluation was done, the system calculates the rank on total cost.

C/I   Complete/Incomplete indicator. The system generates one of the following values:

C	— Complete Bid
I	— Incomplete Bid
L	— Less than requested was bid
M	— More than requested was bid

Unit Cost   The system retrieves the unit cost from the Bid file based on the bid ID and commodity ID.

Blank or N	— No tax
E	— Tax is extra
I	— Tax is included in the unit cost

Tax   The system retrieves the local and state tax indicators and tax rate types.
                (Not used in Michigan)

Dscnt   The system retrieves the discount.

Qty Bid   The system retrieves the quantity bid, based on the bid ID and commodity
                ID displayed.

Qty Award   The system retrieves the quantity to be awarded to each vendor, based on
                the quantity entered on the Bid Entry screen (PCHL2320).

Total Cost   The system calculates the total cost based on quantity, unit cost, discount,
                and taxes.

% Dev   The system calculates the percentage deviation based on the total
                requisition cost and the total bid cost. When the deviation is '−' (minus),
                the bid cost is less than the requisition cost. When the deviation is '+'
                (plus),the bid cost is more than the requisition cost

3.2250 BID TABULATION — VENDOR DETAIL

```
PCHL2250 V4.1              ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
LINK TO:                   BID TABULATION-VENDOR DETAIL                 PAGE   01 OF 01

BID ID: IT000016
VENDOR: 0000000001    0   SMITH & SONS, INC.


S   COMMODITY NAME                REQUISITION   LINE
       C/I   QTY BID                UNIT COST   TAX    %DCNT   TOTAL COST  PCT DEV
   MISCELLANEOUS PRODUCTS      027R4000088   001
            C      10.00            12.0000                      120.00   16.00






F1-HELP        F2-PROCESS                                F5-NEXT
F7-PRIOR PG    F8-NEXT PG      F9-LINK    F10-SAVE
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F5 is selected. This transaction processing screen displays the bid records for a vendor in commodity order This screen allows the user to award a bid to one or more vendors for each of the commodities listed.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Process	Enter an 'S' in this field to select a the commodity(ies) to be included in the vendor's bid award (bids can only be awarded to one vendor at one time, but more than one vendor can receive an award). Depending on the value in the blanket/standard indicator field on the Invitation to Bid Definition screen (PCHL2311), the system transfers to the Blanket Purchase Order Writing screen (PCHL2342), or the Purchase Order /Contract Writing screen (PCHL2340). The system generates the document ID and retrieves the necessary data in preparation for completing the document. (Optional)

F5—Next   The next bid ID/vendor ID combination is retrieved, based on the bid ID and vendor ID displayed. All bid records for that vendor are listed, in commodity order. If there are no more bid records, an end-of-file message is shown and processing begins with the bid record. .

F7—Prior Pg   The previous page of commodity bids for the current vendor ID is retrieved, based on the bid ID, vendor ID, and the first commodity displayed. If the first commodity bid by the vendor is already displayed, an error message is shown.

F8—Next Pg   The next page of commodity bids for the current vendor ID is retrieved, based on the bid ID, vendor ID, and the last commodity displayed. If the last commodity bid by the vendor is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the vendor's award selection(s). If no commodities have been selected for award, an error message is displayed and processing stops.

**ENTER—   The system retrieves the record, based on the document ID and vendor ID
Inquire**   entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Bid ID   Enter up to a 12-character bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops.   To retrieve the first commodity record, select F5. To inquire by selecting ENTER, the user must enter the vendor ID and vendor mail code. (Required)

Vendor   The system retrieves the first vendor ID associated with the bid ID entered, when the user selects F5. Otherwise, the vendor ID must be entered. (Required)

Vendor Mail   The system retrieves the mail code associated with the vendor ID displayed,

Code   when the user selects F5. Otherwise, the mail code must be entered.
                        (Required)

Vendor Name   The system retrieves the vendor name, based on the vendor ID displayed.

Select   Enter an 'S' in this field to select a commodity to be awarded to the
                        displayed vendor/mail code combination (one or more commodities can be
                        selected for each vendor). Depending on the value in the blanket/standard
                        indicator field on the Invitation to Bid Definition screen (PCHL2311), the
                        system transfers to the Blanket Purchase Order Writing screen
                        (PCHL2342), or the Purchase Order /Contract Writing screen (PCHL2340).
                        The system generates the document ID and retrieves the necessary data in
                        preparation for completing the document. (Optional)

Commodity Name   The system retrieves the commodity name, based on the bid ID and vendor
                        ID displayed.

Requisition   The system retrieves the requisition ID for each commodity in the bid.

Line   The system retrieves the requisition line number, based on the requisition
                        ID displayed.

C/I   Complete/Incomplete indicator. The system generates one of the following
                        values:

C	— Complete
I	— Incomplete
L	— Less
M	— More

Qty Bid   The system retrieves the quantity bid, based on the bid ID and vendor ID
                        displayed.

Unit Cost   The system retrieves the unit cost, based on the bid ID and vendor ID
                        displayed.

Tax   The system retrieves the local and state tax indicators, and the tax rate types
                        are displayed. (**Not used in Michigan**)

Blank or N	— No tax
E	— Tax is extra
I	— Tax is included in the unit cost

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% Dcnt   The system retrieves the discount percentage, based on the bid ID and
                vendor ID displayed.

Total Cost   The system calculates the total cost, based on quantity, unit cost, discount,
                and taxes.

PCT Dev   The system calculates the percentage deviation based on the total requisition
                cost and the total bid cost. When the deviation is '−' (minus), the bid cost is
                less than the requisition cost. When the deviation is '+' (plus),the bid cost
                is more than the requisition cost

3.2300 BID PROCESSING MENU

```
PCHL2300 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
LINK TO:                         BID PROCESSING MENU

                          COPYRIGHT 1993 KPMG PEAT MARWICK

              USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                  (1)  - INVITATION TO BID DEFINITION
                  (2)  - BID ENTRY - REQUISITION DETAIL
                  (3)  - BID TABULATION - VENDOR SUMMARY
                  (4)  - BID TABULATION - COMMODITY DETAIL
                  (5)  - BID TABULATION - VENDOR DETAIL
                  (6)  - INVITATION TO BID EVALUATION ENTRY
                  (7)  - BID OPENING SUMMARY INQUIRY
                  (8)    BID ADDENDUM




                  (CL) - EXIT
```

Screen Description

This menu is accessed from the Procurement Transactions menu (PCHL2000) when F2 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following eight selections:

■   Invitation to Bid Definition
■   Bid Entry — Requisition Detail
■   Bid Tabulation — Vendor Summary
■   Bid Tabulation — Commodity Detail
■   Bid Tabulation — Vendor Detail
■   Invitation to Bid Evaluation Entry
■   Bid Opening Summary Inquiry
■   Bid Addendum

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The menu selections are built based on the Program Security record for the current user log-in.

Available Function Keys

Function Key	Action
F1—Invitation to Bid Definition	The system transfers to the Invitation to Bid Definition screen (PCHL2311). This screen allows the user to create invitation to bid.
F2—Bid Entry — Requisition Detail	The system transfers to the Bid Entry — Requisition Detail screen (PCHL2320). This screen allows the user to enter vendor bids (or quotes).
F3—Bid Tabulation — Vendor Summary	The system transfers to the Bid Tabulation — Vendor Summary screen (PCHL2230). This screen tabulates bids entered by vendor total.
F4 — Bid Tabulation — Commodity Detail	The system transfers to the Bid Tabulation — Commodity Detail screen (PCHL2240). This screen tabulates and displays a ranking of vendor bids for a commodity.
F5—Bid Tabulation — Vendor Detail	The system transfers to the Bid Tabulation — Vendor Detail screen (PCHL2250). This screen displays a detailed vendor's bid for each commodity.
F6—Invitation to Bid Evaluation Entry	The system transfers to the Invitation to Bid Evaluation Entry screen (PCHL2231). This screen allows the user to enter scores for the defined evaluation criteria for the vendor's response to the invitation to bid.
F7—Bid Opening Summary Inquiry	The system transfers to the Bid Opening Summary Inquiry screen (PCHL2318). This inquiry screen allows the user to view bid openings by date.
F8—Bid Addendum	The system transfers to the Bid Addendum screen (PCHL2319). This screen allows the user to create an addendum to an invitation to bid..
F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

3.2311 INVITATION TO BID DEFINITION

```
PCHL2311 V4.1            ADVANCED PURCHASING/INVENTORY   01/17/1996   12:00 PM
LINK TO:                INVITATION TO BID DEFINITION

INVITATION TO BID ID: ITB000000001    DOC TYPE: IT     BID STATUS: POST
ACTION INDICATOR    : P                NOTE PAD: N (Y/N)
INITIAL SELECTION   : R (R=REQUISITION, C=COMMODITY)   BOND AMT:
BLANKET/STANDARD IND: S (B=BLANKET, S=STANDARD)         BOND PCT:
QUOTE DUE BY        : 12/31/1993   TIME: 04:00 PM
DEPARTMENT          : 027
BID TITLE           :
BUYER               :
SPEC CONTACT        :
MAILING ADDRESS     : CENTRAL PURCHASING DIVISION

                      CITY: WASHINGTON                ST: DC ZIP: 20036
PHONE               : 202 467 3000   EXT.                  CTRY:
COPY BID LIST FROM  :
VENDORS SELECTED    : 12       PRINT VENDORS: Y      PRINT SWITCH: L (I/L)
QUOTES AWARDED      : 3        EXTRA COPIES : 07     PRINTER ID  :
LAST PLUS X (Y/N)   :          ALL REGISTERED:
I/E (CLASS/STATUS)  :
F1-HELP     F2-DOC ACTVY  F3-DELETE   F4-EVAL DEF   F5-NEXT       F6-DETL SEL
            F8-SEL TERMS  F9-LINK     F10-SAVE      F11-VEND SEL  F12-PRINT
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F1 is selected. This transaction processing screen allows the user to define the header for an invitation to bid document. From this screen the user can transfer to the Requisition Selection screen (PCHL2313) if the initial selection is 'R.' If the initial selection is 'C,' the system will transfer to the Commodity Selection screen (PCHL2312).

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The document type is retrieved from the Department Table Maintenance screen (PCHL5970). If the document type is not entered on PCHL5970, it defaults to 'IT.'

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Doc Actvy	The system transfers to the Document Activity Tracking screen (PCHL2115). This screen allows the user to inquire / update activity associated with the document.

F3—Delete   The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F4—Eval Def   The system transfers to the Invitation to Bid Evaluation Definition screen (PCHL2316). This screen allows the user to maintain bid evaluation criteria.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—Detl Sel   The system transfers to the Invitation to Bid Detail Selection screen (PCHL2314). This screen allows the user to select or delete requisition lines to be included/excluded on an invitation to bid.

F8—Sel Terms   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the invitation to bid record, based on the invitation to bid ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Requisition Selection screen (PCHL2313) when the initial selection indicator is 'R,', or to the Commodity Selection screen (PCHL2312) when the initial selection indicator is 'C.'

F11—Vend Sel   The system transfers to the Vendor Selection screen (PCHL2315). This screen allows the user to select, exclude, or add vendors to be included on an invitation to bid.

F12—Print   The system sends the invitation to bid definition to the printer assigned to the user's terminal or queues the document for batch processing depending upon the site.

ENTER—Inquire The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description

Invitation to Bid ID — Enter up to a 12-character invitation to bid ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Doc Type — Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'IT.' (Required)

Bid Status — The document's current status is displayed.

Action Indicator — The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Notepad — The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Initial Selection — Enter an 'R' (requisition) or 'C' (commodity). An invitation to bid by requisition allows the user to select one or more requisitions and/or requisition lines to be included on the invitation to bid. An invitation to bid by commodity allows the user to select one or more commodities to be

included in the invitation to bid. All requisition lines (statewide) for the entered commodity ID will be included on the invitation to bid. The system defaults to 'R.' (Required)

Bond Amt   Enter up to a 14-digit bond dollar amount. (Optional)

Blanket/Standard Ind   The system defaults to' 'S" to indicate a standard purchase order will be awarded. Enter 'B' to indicate a blanket purchase order will be awarded. (Required)

Bond Pct   Enter up to a three-digit bond percent. (Optional)

Quote Due By   Enter up to an eight-digit quote due by date. (Required)

Time   Enter hour/minutes and AM or PM for the exact time the quote is due. (Required)

Department   Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required).

Bid Title   Enter up to a 40-character invitation to bid title. (Required)

Buyer   Enter up to a 40-character buyer name. (Required)

Spec Contact   Enter the name of the contact in the users organization that will serve as the contact for this specific procurement. (Optional)

Mailing Address   Enter the State's address where vendors should mail their bid response. . The system will retrieve the mailing address if an address code is entered. (Required)

Address Code   Enter the address code for the State's address where vendors should mail their bid response. This must exist in the Other Address Table (PCHL5250). (Optional)

City   Enter up to a 25-character city for the mailing address. The system will retrieve the city if an address code is entered. (Required)

State   Enter a two-character state code for the mailing address. This must exist in Miscellaneous Table 84 (PCHL5750). The system will retrieve the state if an address code is entered. (Required)

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Zip Code | Enter up to an 11-digit zip code for the mailing address. The system will retrieve the zip code if an address code is entered. The first five digits are required.

Phone Area Code | Enter the three-digit area code of the organization's contact person. (Required)

Phone | Enter the telephone number of the organization's contact person. (Required)

Extension | Enter up to four characters for the telephone extension number. (Optional)

Copy Bid List From | Enter an 'R' to replace the newly generated bid list with the copied bid list, or an 'A' to add the copied list to the newly generated bid list. In the field following the indicator, enter up to a 12-character invitation to bid ID that contains the bid list you wish to copy. This option allows the user to copy a bid list from an existing bid. (Optional)

Vendors Selected | The system-generates a vendor list, based on the number of vendors cross-referenced with the commodities on the invitation to bid.

Print Vendors | Enter a 'Y' if the invitations to bid will be printed for vendors, or an 'N' if the invitations to bid will not be printed for vendors. The system defaults to 'Y.' (Required)

Print Switch | Enter 'L' if labels are to be printed for each vendor. Enter 'I' if an invitation to bid is to be printed for each vendor. The system defaults to 'I.' (Required)

Quotes Awarded | The system-generates the number of quotes awarded, based on the number of awards given from the invitation to bid.

Extra Copies | Enter the number of extra copies of the invitation to bid that are to be printed. (Optional)

Printer ID | Enter the printer ID where the invitation to bid document will be printed. The system defaults to the printer established on the user's Security Record. (Optional)

Last Plus | For field 1, enter 'Y' to select the last vendor who was awarded contract for each commodity. For field 2, enter the number of random vendors to be included for each commodity. (Optional)

State of Michigan

All Registered   Enter 'Y' to select all the vendors who supply any of the commodities. After other vendor selection options have been used, entering 'Y' will restore the original vendor selection list on the Vendor Selection screen (PCHL2315). (Optional)

I/E   For field 1, enter either an 'I' to include vendors, or an 'E' to exclude vendors. For field 2, enter the status of the vendor to be included. If more than one status is entered, the vendor satisfying both the codes is selected. (Optional)

3.2312 COMMODITY SELECTION

```
PCHL2312 V4.1          ADVANCED PURCHASING/INVENTORY          08/15/1994   12:00 PM
LINK TO:                    COMMODITY SELECTION

ITB ID: IT000012

 S     COMMODITY ID              COMMODITY NAME          NO. OF LINES
          100                 PEN, BLACK BALL POINT
          100-10              PAPER, YELLOW PAD
          400                 PENCILS, #2
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -
           -        -


 F1-HELP    F2-CONTRACTS
                              F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Invitation to Bid Definition screen (PCHL2311) when a 'C' is entered in the initial selection field and F10 is selected. This transaction processing screen allows the user to select commodities to be included on an invitation to bid.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Contracts   The system transfers to the Blanket Purchase Order by Commodity screen (PCHL2460) for the commodity marked by a 'S' in the selection indicator column. This screen allows the user to view all contracts that contain this commodity, providing the user has appropriate security.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow

access to the screen number entered, a message is displayed and processing stops.

F10—Save　　The system saves the commodity selection record, based on the invitation to bid ID. If the record exists, it is replaced.

CL—Exit　　The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
ITB ID	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the invitation to bid ID is retrieved. (Required)
Select Indicator	The system transfers to the Blanket Purchase Order by Commodity screen (PCHL2460). This screen displays blanket purchase orders containing the selected commodity, and having an expiration date within the specified date range.
Commodity ID	Enter the commodity ID for each commodity to be placed on the invitation to bid. Commodities can be entered only if the requisition was created with the split capability indicator as 'Y.' (Required)
Commodity Name	The system retrieves the commodity name, based on commodity ID entered.
No. of Lines	The system retrieves the number of lines written to the invitation to bid for the commodity ID entered.

3.2313 REQUISITION SELECTION

```
PCHL2313 V4.1            ADVANCED PURCHASING/INVENTORY        08/15/1994   12:00 PM
LINK TO:                      REQUISITION SELECTION                   PAGE  01 OF 01

ITB ID         : ITB  0000001
                                                            NO OF
REQUISITION      DEPT        DEPARTMENT NAME        STATUS  LINES
RQ00033          12345678   FINANCE                 POST     1
RQ00034          12345678   FINANCE                 POST     1












F1-HELP                                              F5-NEXT
F7-PRIOR PG     F8-NEXT PG      F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Invitation to Bid Definition screen (PCHL2311) when an 'R' is entered in the initial selection field and F10 is selected. This transaction processing screen allows the user to select requisitions to be included on an invitation to bid.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F5—Next	The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F7—Prior Pg   The previous page of requisitions on the invitation to bid is retrieved and displayed, based on the document ID and first requisition ID displayed. If the first requisition is already displayed, an error message is shown.

F8—Next Pg   The next page of requisitions on the invitation to bid is retrieved and displayed, based on the document ID and last requisition ID displayed. If the last requisition is already displayed, an error message is shown.

F9— Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the requisition selection record, based on the invitation to bid ID. If the record exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
ITB ID	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. (Required).
Requisition	Enter each requisition ID that is to be placed on the invitation to bid. This must exist in the Requisition Header Entry Table (PCHL2100). (Required)
Dept	The system retrieves and the department ID, based on the requisition ID entered.
Department Name	The system retrieves the department name, based on the department ID displayed.
Status	The document's current status is displayed.

No. of Lines   The system retrieves the number of line items available for bid on the requisition.

3.2314 ITB DETAIL SELECTION

```
PCHL2314 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 AM
LINK TO:                       ITB DETAIL SELECTION                 PAGE  01 OF 01

ITB ID :ITB 0000001

 S     REQ.     LINE NO  COMMODITY ID          COMMODITY NAME        QUANTITY
    RQ00033     001      400                    HAMMER                    1.00
    RQ00034     001      400                    HAMMER                    1.00












 F1-HELP   F2-SELECT      F3-DELETE            F5-NEXTF6-SPECS
 F7-PRIOR PG      F8-NEXT PG     F9-LINK
```

Screen Description

This screen is accessed from the Invitation to Bid Definition screen (PCHL2311) when F6 is selected. This transaction processing screen allows the user to select or delete requisition lines to be included on an invitation to bid.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Requisition Detail Entry screen (PCHL2110) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the requisition detail entry.

F3—Delete The system deletes the selected item(s) if the user has appropriate authority. If an item cannot be deleted, an error message is shown and processing stops.

F5—Next The system retrieves the next detail selection record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—Specs The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F7—Prior Pg The system displays the previous page of invitation to bid detail lines based on the invitation to bid ID, and the first requisition line number. If the first requisition line number is currently listed, an error message is shown.

F8—Next Pg The system displays the next page of invitation to bid detail lines based on the invitation to bid ID, and the last requisition line number. If the last requisition line number is already displayed, an error message is shown.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

ENTER— The system retrieves the record, based on the document ID entered. If the
Inquire document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

ITB ID Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. (Required)

Select

Enter an 'S' in this field to select a line. When F2 is selected, the system transfers to the Requisition Detail Entry screen (PCHL2110). This screen allows the user to view the requisition detail information. When F6 is selected, the system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to update specifications for the selected line. When F3 is selected, the requisition line is deleted from the record. (Optional)

Req.

The system retrieves the requisition ID, based on the invitation to bid ID displayed.

Line No

The system retrieves the line number, based on the requisition ID displayed.

Commodity ID

The system retrieves the commodity ID, based on the requisition line displayed.

Commodity Name

The system retrieves the commodity name, based on the commodity ID displayed.

Quantity

The system retrieves the quantity, based on the requisition line displayed.

Reissue Date: **April 1, 1996**

Revised: **March 1, 2001**

ADPICS

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Page: **3.2315-1**

3.2315 VENDOR SELECTION

```
PCHL2315 V4.1          ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                    VENDOR SELECTION                 PAGE   01 OF 01

ITB ID : ITB111111111     QUOTE DUE BY:

S VENDOR ID  MAIL CD  VENDOR NAME      CITY              ST  ZIP CODE
  1000000000    001     GILBERTS    LANSINGMI    48823
  2000000000    002        MURPHY'S      LANSINGMI    48823
  3000000000    033        CAPTAINS      LANSINGMI    48823










  F1-HELP       F2-SELECT    F3-DELETE     F4-SEL COM    F5-NEXT
                F8-NEXT PG   F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Invitation to Bid Definition screen (PCHL2311) when F11 is selected. This transaction processing screen displays the vendors automatically attached to the invitation to bid document, based on the commodity/vendor cross reference (PCHL5410). This screen also provides the functionality for the user to customize the list of vendors by adding and/or deleting vendors.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Vendor Table Inquiry screen (PCHL5200) for the record marked with an 'S' in the selection indicator column.. This screen allows the user to add new vendors and addresses.

F3—Delete   The system deletes the selected vendor(s) if the user has appropriate authority. If a vendor cannot be deleted, an error message is shown and processing stops.

F4—Sel Com   The system transfers to the Vendor by Commodity screen (PCHL5420) for the selected vendor. This screen displays vendors that supply a given commodity.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F8—Next Pg   The next page of vendors, on the invitation to bid is retrieved and displayed, based on the document ID and last vendor ID displayed. If the last vendor ID is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the Vendor Selection record based on the invitation to bid ID. If the record exists, it is replaced. To add vendors to this screen, enter a vendor ID and mail code and select F10. The ID and mail code must exist in the Vendor Table Inquiry screen (PCHL5200).

ENTER—Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

ITB ID   Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. (Required)

Quote Due By   The system retrieves the invitation to bid due date.

Select Indicator   Enter an 'S' in this field to select a line. When F2 is selected, the system transfers to the Vendor Table Inquiry screen (PCHL5200). This screen allows the user to view the vendor's address information. When F4 is selected, the system transfers to the Vendor by Commodity screen (PCHL5420). This screen displays vendors that supply a given commodity. When F3 is selected, the vendor is deleted from the record.   (Optional)

Vendor ID   The system retrieves the vendor ID (if selected automatically). To add a new vendor, enter up to a 12-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200).

Mail Cd   The system retrieves the vendor's mail code (if selected automatically). This field is required if a vendor ID is entered. This code must exist in the Vendor Address Summary Inquiry screen (PCHL5220).

Vendor Name   The system retrieves the vendor name, based on the vendor ID displayed.

City   The system retrieves the vendor's city, based on the mail code displayed.

State   The system retrieves the vendor's state, based on the mail code displayed.

Zip Code   The system retrieves the vendor's zip code, based on the mail code displayed.

3.2316 INVITATION TO BID EVALUATION DEFINITION

```
PCHL2316 V4.1            ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:             INVITATION TO BID EVALUATION DEFINITION

INVITATION TO BID ID: 000000000001
                                                                   MAX
S ITEM    ITEM DESCRIPTION                                 PCT    SCORE
   01 WHITE OFFICE PAPER                                    55     100
   02 PINK OFFICE PAPER                                     45      75




                                                          ---  ------
                                              TOTAL   : 100      175

F1-HELP                   F3-DELETE                     F5-NEXT
                          F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Invitation to Bid Definition screen (PCHL2311) when F4 is selected. This transaction processing screen allows the user to define qualitative criteria which will be used in the evaluation of vendor responses to the invitation to bid.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the selected item(s) if the user has appropriate authority. If an item cannot be deleted, an error message is shown and processing stops.
F5—Next	The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save The system saves the bid evaluation definition record based on the invitation to bid ID. If the record already exists, it is replaced.

ENTER— Inquiry The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
Invitation to Bid ID	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. (Required)
Select Indicator	Enter an 'S' in this field to select an item. When F3 is selected, the system deletes the item. (Optional)
Item	Enter the two-digit item number (i.e., 01, 02, 03, etc.). (Required)
Item Description	Enter up to a 50-character item description (i.e., style, cost, color). (Required)
Pct	Enter a weighted percentage for the associated item. This field must total 100%. (Required)
Max Score	Enter a maximum score that one vendor can receive for the associated item. (Required)
Total	The system calculates the total percentage (must equal 100%) and the total maximum score for all items listed.

3.2317 BID BOND ENTRY

```
PCHL2317 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                         BID BOND ENTRY

ITB ID    : IT1000000000
VENDOR ID : 0000000001  JONES & CO.
MAIL CODE : 001

BOND CO           : MILLER BOND CO.

AGENCY PROJ NO   : 100                    DEPOSIT AMT : 1,000.00
JOB NO           : A478                   LETTING DATE: 12/05/1993
FEDERAL PROJ NO  :

CONTRACTOR SIGNEE:
SURETY SIGNEE     :

PROJECT DESC      :




F1-HELP     F2-SELECT    F3-DELETE                  F5-NEXT
                         F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Bid Entry — Requisition Detail screen (PCHL2320) when F6 is selected. This transaction processing screen allows the user to maintain bond information for a vendor on a given invitation to bid.

Available Function Keys

Function Key	Actions
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
F3—Delete	The system deletes the bid bond record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next	The system retrieves the next bid bond record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first bond record.
F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
F10—Save	The system saves the vendor bid bond record based on the invitation to bid ID. If the record already exists, it is replaced.
ENTER—Inquiry	The system retrieves the bid bond record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops
CL—Exit	The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
ITB ID	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. (Required)
Vendor ID	Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from the Bid Entry — Requisition Detail screen (PCHL2320) with a specific vendor record displayed, the vendor ID is retrieved. (Required)
Vendor Name	The system retrieves the vendor name, based on the vendor ID entered.
Mail Code	Enter a 3-character vendor mail code to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from the Bid Entry — Requisition Detail screen (PCHL2320) with a specific vendor record displayed, the vendor mail code is retrieved. (Required)
Bond Co	Enter the bond company's name. (Optional)

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Agency Proj No   Enter the agency project number. (Optional)

Deposit Amt   Enter the deposit amount. (Optional)

Job No   Enter the job number. (Optional)

Letting Date   Enter a valid date, up to eight digits. (Optional)

Federal Proj No   Enter the federal project number. (Optional)

Contractor Signee   Enter the contractor signee. (Optional)

Surety Signee   Enter the surety signee. (Optional)

Project Desc   Enter up to three lines of 60 characters for the project description. (Optional)

3.2319 BID ADDENDUM

```
PCHL2319 V4.1              ADVANCED PURCHASING/INVENTORY     08/15/1994  12:00 PM
LINK TO:                          BID ADDENDUM

INVITATION TO BID NUMBER  : 027I5200004    ACTION IND  :  P
DOC TYPE                  : IT
DUE DATE                  : 11/22/1994     TIME        :  04:00   PM
DEPARTMENT                : 027
ADDENDUM NUMBER           : 01
PRINT VENDORS             : Y              EXTRA COPIES :  01

BLOCK FUNCTION  :           (TERM ID TO COPY, ISRT, DLET, DUP) BLOCK 000 OF 000
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <
                                                                             <

F1-HELP     F2-SELECT     F3-DELETE     F4-BLK FUNC      F5-NEXT
F7-PR BLK   F8-NXT BLK    F9-LINK       F10-SAVE                    F12-PRINT
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F8 is selected. This transaction processing screen allows the user to create an addendum to an invitation to bid. When the user prints the invitation to bids, all posted addendums will also be printed. The user may also print the addendum separately.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

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F4—Blk Funct   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a term ID to copy:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'TERM ID' the term is copied into the text area after the current block

F5—Next   The system retrieve the next bid addendum record based on the invitation to bid ID and addendum number displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F7—Pr Blk   The system retrieves the previous block of term text.

F8—Nxt Blk   The system retrieves the next block of term text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system save the bid addendum record based on the invitation to bid number and addendum number. If the record already exists, it is replaced.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Invitation to Bid Number	Enter up to a 12-character invitation to bid ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific ITB record displayed, the ITB ID is retrieved. When creating a new bid addendum record, the invitation to bid ID must be entered. (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted. (Required)
Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'IT.' (Required)
Due Date	The system retrieves the due date, based on the invitation to bid number entered. This can be changed by overtyping. (Required)
Time	The system retrieves the hours/minutes and AM or PM for the exact time the quote is due. This can be changed by overtyping. (Required)
Department	The system retrieves the department ID based on the invitation to bid number entered.
Addendum Number	The addendum number is system generated. The user may enter an addendum number to inquire on an existing record.
Print Vendors	If this field is 'Y,' an addendum will print for every vendor attached to the invitation to bid. If the field is 'N,' the system will print an addendum that has the vendor information blank. The system defaults to 'Y.' (Optional)
Extra Copies	If the print vendors field is 'N,' the system will print the number of

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addendums entered in this field. These copies will not display any vendor information. The system defaults to '01.' (Optional)

Block Function Enter ISRT, DLET, DUP, or a term ID to copy: (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'TERM ID' the term is copied into the text area after the current block

Specification Info Enter up to 10 lines of 70 characters. (Optional)

Block Number The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

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3.2320 BID ENTRY – REQUISITION DETAIL

```
PCHL2320 V4.1           ADVANCED PURCHASING/INVENTORY        08/15/1994  12:00 PM
LINK TO:                BID ENTRY-REQUISITION DETAIL

REQ/ITB ID   : IT0000000010       ACTION IND: P   DOC TYPE: BI   NOTES: N
VENDOR ID    : 1000000000 001 SMITH & SONS
RECEIPT DATE : 09/15/1994 TIME: 10:00 AM  BOND RECEIPT  : N (Y/N)
COMMODITY ID :                              GENERAL UNIT COST:


COMMODITY ID     COMMODITY NAME
   REQUISITION   LINE QTY QUOTED    UNIT COST   U/M  TAX %DCNT      TOTAL
400              OFFICE PAPER
   RQ0000000099 001  10.00             5.00    EA                  50.00







F1-HELP                 F3-DELETE                  F5-NEXT       F6-BOND ENTY
F7-PRIOR PG  F8-NEXT PG  F9-LINK     F10-SAVE    F11-BID EVAL
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F2 is selected. This transaction processing screen allows the user to enter a vendor's bid (or quote).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. Document type is retrieved from the Department Maintenance Table screen (PCHL5970). If the document type is not entered on PCHL5970, it defaults to 'BI.'

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the bid record, based on the requisition or invitation to bid ID and vendor ID displayed, if the user has appropriate authority. If the bid record does not exist, or the bids are posted, an error message is shown and processing stops.

F5—Next   The bid quotes for the next bid/vendor combination are displayed. If there
are no more records, an end-of-file message is shown and processing begins
with the first document record.

F6—Bond Enty   The system transfers to the Bid Bond Entry screen (PCHL2317). This
screen allows the user to maintain bond information for a vendor on a given
invitation to bid.

F7—Prior Pg   The previous page of vendor bids, on an invitation to bid is retrieved and
displayed, based on the invitation to bid ID and first vendor displayed. If
the first vendor ID is already displayed, an error message is shown.

F8—Next Pg   The next page of vendor bids, on an invitation to bid is retrieved and
displayed, based on the invitation to bid ID and last vendor displayed. If the
last vendor ID is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field,
providing the user has the appropriate security. If security does not allow
access to the screen number entered, a message is displayed and processing
stops.

F10—Save   The system saves the bid record based on the bid ID and vendor ID
displayed on the screen. The user may enter bids received through
invitations to bid, telephone quotes, sole sourcing, or other special
procurement.

F11—Bid Eval   The system transfers to the Invitation to Bid Evaluation Entry screen
(PCHL2231). This screen allows the user to enter scores for the defined
evaluation criteria, for the vendor's response to the invitation to bid.

ENTER—   The system retrieves the bid quotes, based on the document ID, vendor ID
Inquire   and mail code entered. If no bid quotes exist, the system retrieves the
requisition detail lines on the bid and clears any existing information in the
unit cost, unit of measure, tax, discount, and total cost fields. If the vendor
entered is not on the invitation to bid, users without override authorization
will receive an error message and processing stops. Users with override
authorization will receive an error message that can be overridden.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Req/ITB ID	Enter the invitation to bid ID if the bid was made from a formal invitation to bid. Enter the requisition ID if the bid was a telephone quote or other informal bid. This ID must exist in the Invitation to Bid Table (PCHL2311) or the Requisition Table (PCHL2100). (Required)
Action Ind	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post all of the bids entered for the displayed invitation to bid ID. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted. (Required).
Doc Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'BI.' (Required)
Notes	The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.
Vendor ID	Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)
Vendor Mail Code	Enter up to a three-character vendor mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)
Vendor Name	The system retrieves the vendor name, based on the vendor ID entered.
Receipt Date	Enter up to an eight-digit bid receipt date. (Required)
Time	Enter the time the bid was received. This field is required if this is a sealed bid.

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Bond Receipt   Enter 'Y' or 'N' to indicate whether there is a bond receipt. The system defaults to 'N.'

Commodity ID   Enter a general commodity ID if a general unit cost is to be applied to all line items with a commodity ID that matches the general commodity ID entered. This is an "across the board unit cost by commodity" data entry feature. (Optional)

General Unit Cost   Enter the general unit cost as submitted by the vendor. If a general commodity ID is entered, this unit cost will be applied to all commodity line items entered on the bid with the same commodity ID ("across the board by commodity"). If a general commodity ID is not entered, this unit cost will be applied to all commodity line items included on the bid, regardless of the commodity ID ("across the board by bid"). When a general commodity ID is entered, this field is required. (Optional)

Commodity ID   The system retrieves the commodity ID, based on the invitation to bid/requisition ID entered.

Commodity Name   The system retrieves the commodity name, based on the commodity ID displayed.

Requisition   The system retrieves the requisition ID, based on the invitation to bid/requisition ID entered.

Line   The system retrieves the requisition line number, based on the requisition ID displayed.

Qty Quoted   The system retrieves the quantity quoted, based on the quantity requested on the invitation to bid/requisition. The user can overwrite the value if the quantity quoted by the vendor is different then quantity requested.

Unit Cost   Enter the vendor bid unit cost for the commodity line. The unit cost is calculated if general commodity ID and/or general unit cost is entered and the document is saved. (Required)

U/M   The system retrieves the unit of measure from the invitation to bid. This can be changed if the vendor bids a different unit of measure. (Required)

Tax   The system retrieves the taxes from the requisition. The user may enter new local and state tax indicators (Blank, N, E, or I) and tax rate types. (Optional) **(Not used in Michigan)**

Blank or N   — No tax

E   — Tax is extra

I   — Tax is included in the unit cost

% Dcnt   Enter the discount, if offered. (Optional)

Total   The system calculates the total cost of the line item, based on the quantity, unit cost, discount, and taxes.

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3.2340 PURCHASE ORDER/CONTRACT WRITING

```
PCHL2340 V4.1              ADVANCED PURCHASING/INVENTORY   05/29/1997   9:17 AM
LINK TO:                   PURCHASE ORDER/CONTRACT WRITING

PO/CONTRACT ID  : 472P7007723  EFF DATE: 05/17/1997 BID/AWRD: 071I7000348  001
PURCHASING TYPE : PO     INTERFACE TYPE: PO         REQ/LINE:
ACTION INDICATOR: P         MATCH TYPE: DD            BPO ID:
ENCUMBRANCE AMT :      22,500.00   NOTE: N       SCHED/CALL:       /
REMAINING VALUE :      18,352.80                   STATUS  : PVCH
VENDOR/MAIL CODE: 2381945396 / 001                VEND CHG: N
VENDOR NAME     : STEEL CONTAINER DISTRIBUTORS I
ADDRESS         : 14451 W CHICAGO BLDG 4
          CITY: DETROIT                  ST: MI ZIP: 48228     CTRY: USA
P/O TITLE       :
                                            SERVICE DATE: 05/17/1997
                        CONTRACT AMOUNT:            PRINT OPTION: Y
FREIGHT CARRIER :       RETAINAGE AMT  :                  COPIES: 01
CARRY FORWARD   : N     RETAINAGE PCT  :               PARE IND : N
INSURANCE CERT  : N
DELIVERY DATE   : 05/25/1997 F.O.B. POINT   : DEST
EXPIRATION DATE :       DISCOUNT TERMS : NET          SUBCONTRACTOR: N
TRACK DATE      :       EXPEDITOR CODE :              TRACK CODE   :
F1-HELP     F2-SELECT    F3-DELETE                F5-NEXT     F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK     F10-SAVE    F11-VW ACCT F12-PRINT
```

Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F3 is selected. This transaction processing screen allows the user to process purchase orders and releases against blanket purchase orders. From this screen, the user can view the commodity and accounting information by selecting the appropriate function keys.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The purchasing type is retrieved from Department Table Maintenance screen (PCHL5970). If the purchasing type is not specified on PCHL5970, it defaults to 'PO.'

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen
                      displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

F3—Delete   The system deletes the document if the user has the appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Purchase Order/Contract Details screen (PCHL2346). This screen summarizes the purchase order/contract document by line number.

F7—Address   The system transfers to the Purchase Order Address Table Maintenance screen (PCHL2406). This screen displays the ship to and bill to addresses for each line of the purchase order.

F8—Sel Term   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the purchase order/contract record, based on the purchase order/contract ID. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the purchase order/contract documents by suffix.

F12—Print The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER— The system retrieves the record, based on the document ID entered. If the
Inquire document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
PO/Contract ID	Enter up to a 12-character purchase order/contract ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Eff Date	Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the effective date of the requisition. (Required)
Bid	The system retrieves up to a 12-character bid ID if awarding through the bid process.
Awrd	The system retrieves the three-digit number indicating the award sequence.
Purchasing Type	Enter a two character purchasing type. This must exist in the Miscellaneous Table 64 and Miscellaneous Table 55 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the purchasing type will default to 'PO.' (Required)
Interface Type	Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'PO.' (Required)
Req	Enter up to a 12-character requisition ID if placing the requisition directly on the purchase order. This must exist in the Requisition Header Entry file. The system retrieves the requisition ID if this is a bid award. (Optional)

Line   Enter the three-digit line number of the requisition or '000' if placing all lines of the requisition or purchase order. (Required if a requisition ID was entered.)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Match Type   Enter the two-character match type. This must exist in Miscellaneous Table 68 (PCHL5750).

BPO ID   The system retrieves the blanket purchase order ID from the requisition when the purchase order is saved, if this is a blanket purchase order release.

Encumbrance   The system retrieves the total dollar amount of the purchase order, based on
Amount   the detail total dollar amounts entered.

Note   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Sched   The system retrieves the appropriate price schedule ID for the blanket purchase order ID retrieved. This is retrieved only if the blanket purchase order ID is retrieved.

Call   The system retrieves the four-digit number indicating the blanket purchase order call sequence. This is the number of releases against a blanket purchase order.

Remaining Value   The system retrieves the remaining dollar amount of the encumbrance.

Status   The document's current status is displayed.

Vendor ID	Enter up to a 10-character vendor ID if awarding the purchase order directly from a requisition. This must exist in the Vendor Table Inquiry screen (PCHL5200). If this is a blanket purchase order release, the system retrieves the vendor ID from the requisition. If awarding through the bid process, the system retrieves the vendor ID from the Invitation to Bid.
Vendor Mail Code	Enter the three-character vendor mail code. This code must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Optional)
Vend Chg	Enter 'Y' if the purchase order vendor ID can be changed on the invoice, providing that the user has the appropriate security. Defaults to 'N.' (Optional)
Vendor Name	The system retrieves the 40-character vendor name based on the vendor ID displayed.
Address	The system retrieves one line of up to 40 characters for the vendor address, based on vendor ID and mail code entered.
City	The system retrieves the 25-character city, based on the vendor ID and mail code entered.
State	The system retrieves the two-character state, based on the vendor ID and mail code entered.
Zip Code	The system retrieves the vendor zip code, based on the vendor ID and vendor mail code entered.
Ctry	The system retrieves the vendor country, based on the vendor ID and vendor mail code entered.
PO Title	Enter the purchase order title, up to 50 characters. (Optional)
Service Date	Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)
Contract Amt	Enter the total amount of the contract, if this transaction is not for the entire contract. This is for informational purposes only. (Optional)

Print Option   Defaults to 'N' when the purchase order is saved. When F12—Print is
                     selected, the indicator changes to 'Y,' which indicates that the document
                     has been printed.

Freight Carrier   Enter the freight carrier code for this purchase order. This code must exist
                     in Miscellaneous Table 92 (PCHL5750). (Optional)

Retainage Amt   The system will calculate and display the total dollar amount that was
                     retained for this purchase order, if applicable, based on the amount retained
                     for each associated voucher.

Copies   Enter the number of copies of the purchase order to be printed. Defaults to
                     01. (Optional)

Carry Forward   Enter 'Y' or 'N' to indicate whether the encumbrance amount for the
                     purchase order is to be carried forward to the next year if it is still open at
                     year end. This is for informational purposes only. (Optional)

Retainage Pct   Enter the percent of the purchase order dollar amount that is to be retained
                     when the voucher is posted. (Optional)

PARE Ind   Enter 'Y' or 'N' for the Performance and Reliability Evaluation indicator.
                     (Optional)

Insurance Cert   The system retrieves the insurance certificate indicator. A 'Y' indicates that
                     certificate of insurance information has been entered on the Certificate of
                     Insurance screen (PCHL2347) for the purchase order. An 'N' indicates that
                     there is no certificate of insurance information. Defaults to 'N' for new
                     purchase orders.

Delivery Date   Enter up to an eight-digit delivery date. If not entered, the system will
                     default to the earliest requisition due date. (Required)

F.O.B. Point   Enter the F.O.B. point. This must exist in Miscellaneous Table 56
                     (PCHL5750). Defaults to 'DEST' (destination). (Required)

Expiration Date   Enter up to an eight-digit date that the purchase order will expire.
                     (Optional)

Discount Terms   Enter the discount term code. This must exist in Miscellaneous Table 57
                     (PCHL5750). Defaults to 'NET' (net amount to be paid in 30 days).
                     (Optional)

Reissue Date: **April 1, 1996**
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Revised: **March 1, 2001**
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Subcontractor — The system retrieves the subcontractor indicator. A 'Y' indicates that subcontractor information has been entered on the Subcontractor Entry screen (PCHL2345) for the purchase order. An 'N' indicates that there is no subcontractor information. Defaults to 'N' for new purchase orders.

Track Date — Enter up to an eight-digit date the purchase order is to be tracked by expeditor. (Optional) **(Not used in Michigan)**

Expeditor Code — Enter the valid expeditor ID, up to four characters. This must exist in Miscellaneous Table 'EX' (PCHL5750). (Optional) **(Not used in Michigan)**

Track Code — Enter a two-character work status of the purchase order. This must exist in Miscellaneous Table 82 (PCHL5750). (Optional) **(Not used in Michigan)**

Reissue Date: **April 1, 1996**

Revised: **March 1, 2001**

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3.2342 BLANKET PURCHASE ORDER WRITING

```
PCHL2342 V4.1            ADVANCED PURCHASING/INVENTORY    10/15/1999   9:38 AM
LINK TO:                 BLANKET PURCHASE ORDER WRITING

BPO/CONTRACT ID : 071B0001004      ACTION IND   : P   COPY TYPE:  (B/R)
PURCHASING TYPE : BP                INTERFACE TYPE : BP  PRINT   : N (Y/N)
CONTRACT AMOUNT : 1,000,000.00      EXTENDED PURCH : N   NOTE PAD : N (Y/N)
REMAINING VALUE :
EFFECTIVE DATE  : 01/01/2000        BID ID        :              AWARD:
EXPIRATION DATE : 01/01/2001        F.O.B. POINT  : DEST        STATUS:
INSURANCE CERT  : N                 DISCOUNT TERMS : NET
CHANGE NO       :                   MULTIPLE SCHED : Y (Y/N)
BPO TITLE       : TEST TITLE
DEPARTMENT      : MTD
BUYER           : 2382834545 /
VENDOR/MAIL CODE: 2000000000  / 001  BURCHAM HILLS RETIREMENT CENTER
         ATTN-1: ADMINISTRATOR
         ATTN-2: BLDG 2
         ATTN-3:
         STREET: 2700 BURCHAM DR
           CITY: EAST LANSING            ST: MI ZIP: 48823      CTRY: USA
         PHONE : 353-8377       EXT:
F1-HELP     F2-SELECT   F3-DELETE    F4-COPY     F5-NEXT       F6-VIEW DOC
F7-RELEASES  F8-SEL TERMS F9-LINK     F10-SAVE    F11-ATH USER F12-PRINT
```

Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F5 is
selected. This transaction processing screen allows the user to enter header information for
blanket purchase orders. Blanket purchase orders may be defined to include specific
commodities or groups of commodities. They may also be defined to include one price schedule
or multiple price schedules. Those containing groups of commodities are called high-level
blanket purchase orders.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen
                     displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

F3—Delete   The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

Also, if the user deletes a document while it is in the change order process (CINP), the system will retrieve the last posted version of the document.

F4—Copy   This function will copy the currently displayed blanket purchase order as either a new blanket purchase order, generating a new BPO/Contract ID, or as a new requisition, generating a new requisition ID and transferring to the Requisition Header Entry screen (PCHL2100), depending on the value of the copy type field.

F5—Next   The system retrieves the next document record based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Blanket Purchase Order Commodity Summary screen (PCHL2350). This screen gives detailed information about the commodities on the blanket purchase order, by price schedule. This screen also allows the user to select which commodities to include on the blanket purchase order, by price schedule.

F7—Releases   This program transfers to the Blanket Purchase Order Document Summary screen (PCHL2510). This screen gives detailed information about the releases against the blanket purchase order.

F8—Sel Terms   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the blanket purchase order, based on the blanket purchase order/contract ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Blanket Purchase Order Detail screen (PCHL2348), or the Blanket Purchase Order Schedule Detail screen (PCHL2349), based on the value in the multiple schedule field.

F11—Ath User   The system transfers to the Blanket Purchase Order Security screen (PCHL2343). This screen allows users to specify users authorized to make calls against the blanket purchase order.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER— Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

BPO/Contract ID   Enter up to a 12-character blanket purchase order ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will

become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Copy Type   Enter 'B' and select 'F4 — Copy' to copy the document and create a new blanket purchase order. Enter an 'R' and select 'F4 — Copy' to copy the document detail into a new requisition, generating a new requisition ID, and transferring to the Requisition Header Entry screen (PCHL2100). (Optional)

Purchasing Type   Enter a two-character purchasing type. This must exist in Miscellaneous Table 55 (PCHL5750). The system defaults the purchasing type, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the purchasing type will default to 'BP.' (Required)

Interface Type   Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'BP.' (Required)

Print   The system displays 'N' if the document has not been printed, or a 'Y' if it has been printed.

Contract Amount   Enter the total contract dollar amount for the blanket purchase order. (Required).

Extended Purch   The system displays 'N' if the document is not available for extended purchasing by outside entities. Change to 'Y' if the document is available for extended purchasing by outside entities. (Required)

Note Pad   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Remaining Value   The system calculates the remaining value, based on the contract amount and releases against the blanket purchase order.

Effective Date   Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)

Bid ID   The system retrieves the 12-character bid ID if the blanket purchase order was awarded through the bid process.

Award   The system generates a three digit number indicating the sequence of the
                     award.

Expiration Date   Enter up to an eight digit date when the contract expires. See Section
                     1.0002 Date Entry. (Required)

F.O.B. Point   Enter the F.O.B. point. This must exist in Miscellaneous Table 56
                     (PCHL5750). The system defaults to 'DEST' (destination). (Optional)

Status   The document's current status is displayed.

Insurance Cert   The system retrieves the insurance certificate indicator. A 'Y' indicates that
                     certificate of insurance information has been entered on the Certificate of
                     Insurance screen (PCHL2347) for the purchase order. An 'N' indicates that
                     there is no certificate of insurance information. Defaults to 'N' for new
                     blanket purchase orders.

Discount Terms   Enter the discount terms for the blanket purchase order. This must exist in
                     Miscellaneous Table 57 (PCHL5750). The system defaults to 'NET' (net
                     paid in 30 days). (Optional)

Change No   The system displays the change sequence number if there is an advice of
                     change created for the blanket purchase order displayed.

Multiple Sched   Enter a 'Y' for Yes or a 'N' for No to indicate whether there are multiple
                     price schedules for the blanket purchase order. The system defaults to 'N'.
                     (Required)

BPO Title   Enter the title for this blanket purchase order. (Optional)

Department   Enter up to an eight-character department ID. This must exist in the
                     Department Table (PCHL5970). The system defaults the department ID,
                     based on the user's Security Record. (Required)

Department Name   The system retrieves up to a 40-character department name from the
                     Department Table (PCHL5970), based on the department ID entered.

Buyer   Enter up to an eight-character department for the buyer. This must exist in
                     the Department Table (PCHL5970). Enter a four-character buyer code.
                     This code must exist in the Buyer Code Table (PCHL5700). (Optional)

Vendor   Enter up to a 10-character vendor ID. This must exist in the Vendor Table
                     Inquiry screen (PCHL5200). (Required)

Vendor Mail Code	Enter the mail code for the vendor address. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)
Vendor Name	The system retrieves the vendor name based on the vendor ID entered.
Address	The system retrieves the vendor address and phone number, based on the vendor mail code entered.
Attn 1-3	The system retrieves and displays the vendor's attention line 1-3, based on the vendor mail code entered.
Street	The system retrieves and displays the vendor's street, based on the vendor mail code entered.
City	The system retrieves and displays the vendor's city, based on the vendor mail code entered.
State	The system retrieves and displays the vendor's state, based on the vendor mail code entered.
Zip	The system retrieves and displays the vendor's zip code, based on the vendor mail code entered.
Ctry	The system retrieves and displays the vendor's country, based on the vendor mail code entered.
Phone	The system retrieves and displays the vendor's area code and telephone number, based on the vendor mail code entered.
Ext	The system retrieves and displays the vendor's telephone extension, based on the vendor mail code entered.

3.2343 BLANKET PURCHASE ORDER SECURITY

```
PCHL2343 V4.1              ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
LINK TO:                   BLANKET PURCHASE ORDER SECURITY

BPO/CONTRACT ID : BP0000000020
                                                          CALL AUTHORIZATION
 SEL   DEPT    USER         USER NAME                            AMOUNT
       027            ***ALL USERS AUTHORIZED***                 100.00

















 F1-HELP        F2-SELECT     F3-DELETE                     F5-NEXT
                F8-NEXT PG    F9-LINK         F10-SAVE
```

Screen Description

This screen is accessed from the Blanket Purchase Order Writing screen (PCHL2342) when F2 is selected. This transaction processing screen updates the Blanket Purchase Order Security file. From this screen the user can select departments or users who are authorized to make calls against a blanket purchase order and specify authorization amount per user.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the selection indicator field, the system transfers to the Primary User Security screen (PCHL7600),

providing the user has appropriate security.   This screen allows the user to view a user's security record.

F3—Delete   The system deletes the selected item(s) if the user has appropriate authority. If an item cannot be deleted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F8—Next Pg   The next page of authorized users, on a blanket purchase order is retrieved and displayed, based on the document ID and last authorized user displayed. If the last authorized user is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the blanket purchase order security record, based on the blanket purchase order ID. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

BPO/Contract ID   Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific blanket purchase order record displayed, the BPO/Contract ID is retrieved. (Required)

Select Indicator   Enter an 'S' in this field to select a user. When F2 is selected, the system transfers to the Primary User Security screen (PCHL7600), providing the user has appropriate security.   This screen allows the user to view a selected user's security record. When F3 is selected, the user's authority is

deleted. (Optional)

Dept   Enter up to an eight-character department ID of the authorized user. This must exist in the Department Table (PCHL5970). Wildcards (********), or partial wildcards (472*****), may be entered to allow all departments, or all departments in an agency, to release against the blanket purchase order. (Required)

User   Enter the user ID of the authorized user. This must exist in the Security Table (PCHL7600). (Required)

User Name   The system retrieves the authorized user's name, based on the user ID entered.

Call   Enter up to a 12-digit per release authorization dollar amount. (Required)
Authorization
Amount

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3.2345 SUBCONTRACTOR ENTRY

```
PCHL2345 V4.1              ADVANCED PURCHASING/INVENTORY    03/15/1996   2:52 PM
LINK TO:                        SUBCONTRACTOR ENTRY                  PAGE 01 OF 01

PO/CONTRACT ID: MTDDP5000003    ENCUMBRANCE AMT:      50,000.00    ACTION IND: N
                MAIL
S VENDOR ID   CODE VENDOR NAME                              SUBCONTRACT AMOUNT
                   DESCRIPTION
  2382264112 000   ALS ASPHALT PAVING CO INC                         1,000.00
                   CONTRACTOR TO RESURFACE DRIVE








   F1-HELP       F2-VIEW VEN  F3-DELETE                   F5-NEXT
   F7-PRIOR PG  F8-NEXT PG   F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Secondary Purchase Order Maintenance screen (PCHL2402) when F5 is selected. This transaction processing screen allows the user to enter subcontractor information for purchase orders.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—View Ven	The system transfers to the Vendor Table Inquiry screen (PCHL5200). This screen allows the user to view vendor detail information.
F3—Delete	The system deletes the selected subcontractor, if the user has appropriate authority. If the subcontractor record does not exist, or the purchase order document is posted, an error message is shown and processing stops.

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F5—Next   The system retrieves the next subcontractor entry record, based on the document ID displayed on the screen. If there are no more subcontractor entry records, an end-of-file message is shown and processing begins with the first subcontractor entry.

F7—Prior Pg   The prior page of subcontractors is displayed. If the first page is already displayed, no processing occurs.

F8—Next Pg   The previous page of subcontractors, on a purchase order is retrieved and displayed, based on the document ID and first subcontractor's vendor ID displayed. If the first subcontractor is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the subcontractor record, based on the purchase order ID displayed. If the subcontractor record already exists, it is replaced.

Enter—Inquire The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
PO/Contract ID	Enter up to a 12-character PO/Contract ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific purchase order record displayed, the PO/Contract ID is retrieved. (Required)
Encumbrance Amount	The system retrieves the encumbered dollar amount from the purchase order.

Action Ind	The system retrieves the action indicator associated with the purchase order document. A 'P indicates that the purchase order has been posted. An 'N' indicates that the purchase order has not been posted. If the purchase order document is posted, information cannot be updated.
Select Indicator	Enter an 'S' in this field to select a vendor. When F2 is selected, the system transfers to the Vendor Table Inquiry screen (PCHL5200). This screen allows the user to view subcontractor's vendor information. When F3 is selected, the system deletes the selected subcontractor. (Optional)
Vendor ID	Enter up to a 10-character vendor ID of the subcontractor. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)
Mail Code	Enter a three-digit mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Optional)
Vendor Name	The system retrieves the vendor name associated with the vendor ID entered.
Subcontractor Amount	Enter the portion of the purchase order which the primary vendor will award to the subcontractor. The sum of the subcontractor amounts cannot be greater than the purchase order encumbered amount. (Required)
Description	Enter up to 60 characters of descriptive text. (Optional)

3.2347 CERTIFICATE OF INSURANCE

```
PCHL2347 V4.1            ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                    CERTIFICATE OF INSURANCE

 PURCHASE ORDER: PO1000000000  POLICY NUMBER: AAA1234

NAME OF INSURED: DEPARTMENT OF LABOR

   INSURANCE CO: JONES & CO




        STREET: 678 MAIN STREET
          CITY: LANSING                     ST: MI  ZIP: 48917
       COUNTRY: USA  REGION: 001  COUNTY: MO

         AGENT: ROBERT CORVILLE                               $$ LIMITS
 EFFECTIVE DATE: 10/10/92                      EACH OCCURRENCE:  10,000.00
EXPIRATION DATE: 10/10/94                     GENERAL AGGREGATE:  10,000.00
 INSURANCE TYPE: AAA
  ADDTL INSURED:

F1-HELP    F2-SELECT      F3-DELETE                    F5-NEXT
                          F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Secondary Purchase Order Maintenance menu (PCHL2402) when F2 is selected   This transaction processing screen provides the functionality to enter the necessary insurance information pertaining to the purchase order/contract ID that is indicated on the screen..

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
F3—Delete	The system deletes the certificate of insurance record if the user has appropriate authority. If the certificate of insurance record does not exist, or the purchase order document is posted, an error message is shown and

processing stops.

F5—Next   The next certificate of insurance record is retrieved and displayed based on the purchase order/contract ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the certificate of insurance information for the Purchase Order/Contract record displayed on the screen. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	**Description**
Purchase Order	Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific purchase order record displayed, the purchase order ID is retrieved. (Required)
Policy Number	Enter the insurance policy number for the purchase order/contract. (Required)
Name of Insured	Enter the name of the insured for this purchase order/contract. (Required)
Insurance Co	Enter the name of the insurance company that is supplying the insurance for this purchase order/contract. (Required)
Street	Enter the street address of the insurance company. (Required)
City	Enter the city of the insurance company. (Required)

State   Enter the state of the insurance company. This must exist in Miscellaneous Table 84 (PCHL5750). (Required)

Zip   Enter up to an 11-digit zip code for the insurance company. The first five digits are required. (Required)

Country   Enter the country code. This code must exist in Miscellaneous Table 84 (PCHL5750). (Optional)

Region   Enter the region code of the insurance company. This must exist in Miscellaneous Table 85 (PCHL5750). (Optional)

County   Enter the county code of the insurance company. This must exist in Miscellaneous Table 86 (PCHL5750). (Optional)

Agent   Enter the name of the agent at the insurance company. (Optional)

Effective Date   Enter up to an eight-digit effective date of the insurance policy. (Required)

Each Occurrence Enter the dollar amount limit for each occurrence. (Required)

Expiration Date Enter up to an eight-digit expiration date of the insurance policy. (Required)

General   Enter the general aggregate dollar limit for the certificate of insurance.
Aggregate   (Required)

Insurance Type   Enter the insurance type. This must exist in Miscellaneous Table 93 (PCHL5750). (Required)

Addtl Insured   Enter up to a 50-character name of any additional insured party(ies) covered under this insurance policy. (Optional)

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3.2348 BLANKET PURCHASE ORDER DETAIL

```
PCHL2348 V4.1              ADVANCED PURCHASING/INVENTORY    10/15/1999   9:43 AM
LINK TO:                   BLANKET PURCHASE ORDER DETAIL

BPO ID   : 071B0001004       LINE NO  : 001   LEVEL CONTROL: 1
COMMODITY: 948-62-15         ELDERLY ALL INCLUSIVE CARE (PACE)
PUR U/M  : EA.               UNIT COST:          50.0000
CS138 ID : NONJURIS
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                               BLOCK 001 OF 001
  NEED TO ENSURE THAT LONG-TERM CARE                                   <
   PROVIDER IS ADEQUATE                                                <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

SPEC IDS:
F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE     F11-VW ACCT  F12-LN SCHD
```

Screen Description

This screen is accessed from the Blanket Purchase Order Writing screen (PCHL2342) when F10 is selected and the Multiple Schedule indicator is set to 'N.' This transaction processing screen can also be accessed from the Blanket Purchase Order Schedule Detail screen (PCHL2349) when F12 is selected. From this screen the user can select the commodities to include on a blanket purchase order. In addition, the user may enter specification information for the commodity displayed.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry. If the cursor is positioned in the commodity field, the system transfers to the Commodity Name Inquiry screen (PCHL1100). This screen allows the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the document record if the user has appropriate authority. If the commodity line does not exist, or the document is posted, an error message is shown and processing stops.

The system deletes the document record if the user deletes a document while it is in the change order process (CINP), the system will retrieve the last posted version of the document.

F4—Blk Func   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a specification ID to copy:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

F5—Next   The system retrieves the next document detail entry based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The system transfers to the Blanket Purchase Order Commodity Summary screen (PCHL2350). This screen gives detailed information about the commodities on the blanket purchase order, by price schedule. This screen also allows the user to select which commodities to include on the blanket purchase order release, by price schedule.

F7—Pr Blk   The system retrieves the previous block of specification text.

F8—Nx Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The Blanket Purchase Order Detail record is saved based on the blanket purchase order ID. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Blanket Purchase Order Accounting Summary screen (PCHL2520). This screen gives detailed accounting information for blanket purchase order releases.

F12—Ln Schd   The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349). This screen gives detailed price schedule information for the blanket purchase order. It also allows the entry of price schedule detail.

ENTER—
Inquire   The system retrieves the record, based on the document ID and line number entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

BPO ID   Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Line No   Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)

Level Control   Enter the commodity level at which users are allowed to make releases for the commodity entered in the commodity ID field. If not entered, it will default to level of commodity ID entered. (Required)

1   — Three digit level

2	— Five digit level
3	— Seven digit level
4	— Eleven digit level

Commodity   Enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). (Required)

Commodity Name   The system retrieves the commodity name, up to 40 characters, associated with the commodity ID entered.

Pur U/M   The user may enter up to a three-character unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Optional)

Unit Cost   The user may enter up to an 11-digit unit cost. If the user wants other than '0000' after the decimal, the user must insert the decimal and up to four digits following the decimal. (Optional)

CS138 ID   Enter up to a 12-character CS138 ID or predetermined value if the commodity code begins with a '9'; otherwise leave blank.

Block Function   Enter ISRT, DLET, DUP, or a specification ID to copy: (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

Specification Info   Enter up to 10 lines of 70 characters. (Optional)

Block Number   The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

Spec IDs   The system retrieves the specification ID, based on the cross reference created on the Specifications by Commodity screen (PCHL5450) or specifications IDs entered on Specifications/Terms Selection screen (PCHL2126). Up to ten specification ID's may be entered. This must exist in the Specifications/Terms Table (PCHL5500).

3.2349 BLANKET PURCHASE ORDER SCHEDULE DETAIL

```
PCHL2349 V4.1            ADVANCED PURCHASING/INVENTORY    10/15/1999   9:57 AM
LINK TO:              BLANKET PURCHASE ORDER SCHEDULE DETAIL

BPO ID      : 071B0001004    LINE NO  : 003   LEVEL CONTROL: 1
COMMODITY   : 948-62-15            ELDERLY ALL INCLUSIVE CARE (PACE)
CS138 ID    : NONJURIS
SCHEDULE    : 0001 UPPER PENINSULA

UNIT COST   :      50.0000      OVERRIDE: N (Y/N)
PUR U/M     : EA.              OVERRIDE: N (Y/N)
MINIMUM QTY :        1.00      OVERRIDE: N (Y/N)
MULTIPLES OF :       1.00      OVERRIDE: N (Y/N)
MAXIMUM COST :      60.00
MAXIMUM QTY  :       4.00

BRAND NAME   : BURCHAM HILLS
PRODUCT NO   :




F1-HELP     F2-SELECT    F3-DELETE    F4-NEXT SCHD F5-NEXT      F6-VW DOC
F7-SCHEDULE F8-VW SPECS F9-LINK      F10-SAVE     F11-VW ACCT  F12-SPECS
```

Screen Description

This screen is accessed from the Blanket Purchase Order Writing screen (PCHL2342) when F10 is selected and the Multiple Schedule indicator is set to 'Y.' This transaction processing screen can also be accessed from the Blanket Purchase Order Detail screen (PCHL2348) when F12 is selected. From this screen the user can select which commodities to include on a blanket purchase order, including multiple price schedule detail.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system transfers to the Commodity Table Inquiry screen (PCHL1100). This screen allows the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the commodity line record if the user has appropriate authority. If the commodity line record does not exist, or the document is posted, an error message is shown and processing stops. To delete an individual price schedule, use the Blanket Purchase Order Price Schedule Summary screen (PCHL2352).

F4—Next Schd   The next price schedule is displayed based on the document ID displayed on the screen. If there are no more schedules, a message is displayed and processing resumes at the first record.

F5—Next   The system retrieves the next document detail entry based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The system transfers to the Blanket Purchase Order Commodity Summary screen (PCHL2350). This screen gives detailed information about the commodities on the blanket purchase order, by price schedule. This screen also allows the user to select which commodities to include on the blanket purchase order release, by price schedule.

F7—Schedule   The system transfers to the Blanket Purchase Order Price Schedule Summary screen (PCHL2352). This screen lists all of the price schedules for the entered blanket purchase order ID. It also allows the entry of multiple price schedule detail information for the commodity line number displayed.

F8—Vw Specs   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save The blanket purchase order schedule detail record is saved based on the document ID, line number, and schedule ID. If the record already exists, it is replaced.

F11—Vw Acct The system transfers to the Blanket Purchase Order Accounting Summary screen (PCHL2520). This screen gives detailed accounting information for blanket purchase order releases.

F12—Specs The system transfers to the Blanket Purchase Order Detail screen (PCHL2348). This screen gives detailed commodity and specification information for the blanket purchase order. It also allows the entry of commodity detail.

ENTER— The system retrieves the record, based on the document ID and line number
Inquire entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

BPO ID Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Line No Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)

Level Control Enter the commodity level at which users are allowed to make releases for the commodity entered in the commodity ID field. If not entered, it will

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default to level of commodity ID entered. (Required)

1	—	Three digit commodity ID level
2	—	Five digit commodity ID level
3	—	Seven digit commodity ID level
4	—	Eleven digit commodity ID level

Commodity　　　Enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). (Required)

Commodity Name　The system retrieves the valid commodity name, up to 40 characters.

CS138 ID　　　　Enter up to a 12-character CS138 ID or a predetermined value if the commodity code begins with a '9'; otherwise leave blank.

Schedule　　　　Enter up to a four-character schedule ID. This must exist in the Miscellaneous Table SC (PCHL5750). If this is a single schedule blanket purchase order, this field will display 'BASE.' (Required)

Schedule Title　　The system retrieves up to a 40-character price schedule title, and places it to the right of the schedule field, if entered on Miscellaneous Table SC (PCHL5750).

Unit Cost　　　　The system retrieves the last price paid for the commodity, up to 11 digits. The user may enter up to an 11-digit unit cost. If the user wants other than '0000' after the decimal, the user must insert the decimal and up to four digits following the decimal. (Optional)

Override　　　　Enter a 'Y' (yes), if users can override unit cost when creating a blanket purchase order release, and 'N' (no) if the user cannot. (Required if unit cost is entered)

Pur U/M　　　　The user may enter up to a three-character unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Optional)

Override　　　　Enter a 'Y' (yes), if users can override purchase unit of measure when creating a blanket purchase order release, and 'N' (no) if the user cannot. (Required if purchase unit of measure is entered)

Minimum Qty　　Enter the minimum amount of the commodity that can be released at one time. (Optional)

Override　　　　Enter a 'Y' (yes), if users can override the minimum quantity when creating

a blanket purchase order release, and 'N' (no) if the user cannot. (Required if minimum quantity is entered)

Multiples of   Enter the "multiple of" number for releases of the commodity entered. For example: order in multiples of 4 means that the user cannot order 3 or 5, but can order 4, 8, 12, etc. (Optional)

Override   Enter a 'Y' (yes), if users can override multiples of when creating a blanket purchase order release, and 'N' (no) if the user cannot. (Required if multiples of is entered)

Maximum Cost   Enter the maximum dollar amount for the line and schedule displayed. (Optional)

Maximum Qty   Enter the maximum quantity of the commodity that can be ordered on all releases for the schedule displayed. (Optional)

Brand Name   Enter up to a 40-character brand name for the commodity ID entered. (Optional)

Product No   Enter up to a 20-character unique product number associated with the brand name entered. (Optional)

3.2353 BLANKET PURCHASE ORDER PRICE CHANGE REQUEST

```
PCHL2353 V4.1            ADVANCED PURCHASING/INVENTORY    10/30/1995   8:37 AM
 LINK TO:            BLANKET PURCHASE ORDER PRICE CHANGE REQUEST

 BPO ID   : MTDB55000005
 SCHEDULE : BASE          SINGLE PRICING FOR ALL REGIONS
 EFF  DATE:               CHANGE NO : 001 GENERAL % CHANGE :

 S LINE     COMMODITY ID     COMMODITY NAME                      UNIT COST
   001      100              BARRELS, 2 DRUMS, KEGS, AND CO         1.0000
   002      100              BARRELS, 2 DRUMS, KEGS, AND CO         1.0000






 F1-HELP      F2-SELECT    F3-DELETE     F4-VW DETL    F5-NEXT
 F7-NEXT SCHD F8-NEXT PG   F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when F3 is selected. This transaction processing screen allows the user to submit a price change request for an existing blanket purchase order, by price schedule. An effective date of the price change is entered on this screen, and the system implements the price change on the entered date. From this screen the user can select a line item and view the Blanket Purchase Order Schedule Detail screen (PCHL2349).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers control to the Help Inquiry screen (PCHL9000). This screen displays help information about the last screen the user accessed.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned in the schedule field. This screen allows the user to select and return a price schedule and associated title to the document.

F3—Delete   The system deletes the selected blanket purchase order line item from the displayed blanket purchase order price change request record, if the user has the appropriate authority.

F4—Vw Detl   The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349) for the line selected. This screen gives commodity detail and price schedule information for the selected commodity line.

F5—Next   The system retrieves the next blanket purchase order ID, based on the blanket purchase order ID displayed on the screen. If there are no more records, a message is displayed and processing resumes at the first record.

F7—Next Schd   The system retrieves the next price schedule, based on the blanket purchase order ID and schedule displayed. If there are no more schedules, a message is displayed and processing resumes at the first record.

F8—Next Pg   The next page of commodity line items for the displayed price schedule is retrieved and displayed. If the last line item is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the Blanket Purchase Order Price Change Request ,based on the blanket purchase order ID and price schedule. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID and schedule ID
Inquire   entered. If the document ID and schedule ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
BPO ID	Enter up to a 12-character blanket purchase order ID. If the record does not exist, a message is shown and processing stops.
Schedule	Enter the four-character schedule ID. This must exist in Miscellaneous Table SC (PCHL5750). (Required)
Schedule Name	The system retrieves up to a 40-character schedule name and places it to the right of the schedule ID.
Eff Date	Enter the date that the price change request will take effect. On the entered date, the batch program will change the unit cost of the line items on the blanket purchase order. All new releases created after the batch has run will reflect the new unit cost. The system will also generate and automatically post an Advice of Change record on the effective date for the price change, listing all of the changes in the Change Description field. (Required)
Change No	The system retrieves the most recent change sequence number, if there is an advice of change that has been created for the blanket purchase order ID displayed.
General % Change	Enter the percent of the change, if this change request is a general percentage increase (i.e., 10% = 10, 2.5% = 2.5) or decrease (i.e., -1% = -1, -.75% = -.75) that is the same for all commodities associated with the price schedule displayed. (Optional)
Selection Indicator	Enter an 'S' in this field to select a line. The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349) for the selected commodity line when F4 is selected. (Optional)
Line	The system retrieves the three-character line number for the commodity line items attached to the blanket purchase order ID and schedule displayed.
Commodity ID	The system retrieves up to an 11-character commodity ID, based on the displayed blanket purchase order ID and Line combination .
Commodity Name	The system retrieves the commodity name associated with the commodity ID displayed, up to 30 characters.

Unit Cost   The system retrieves the cost per unit to be paid for the commodity, from
                   the Blanket Purchase Order Schedule Detail screen (PCHL2349). The unit
                   cost can be modified by entering a new unit cost and saving the record.
                   (Optional)

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3.2360 DIRECT PURCHASE ORDER WRITING

```
PCHL2360 V4.1           ADVANCED PURCHASING/INVENTORY    04/30/1997  12:00 PM
LINK TO:                DIRECT PURCHASE ORDER WRITING
PO/CONTRACT ID  : 027P4000011  EFF DATE: 04/30/1997
PURCHASING TYPE : DP     INTERFACE TYPE: DP          DEPT       : 027
ACTION INDICATOR: P          MATCH TYPE: A1          WAREHOUSE  :
ENCUMBRANCE AMT :     290.00       NOTE: N           VENDOR CHG :
REMAINING VALUE :     290.00     STATUS: POST          CHANGE NO :
VENDOR/MAIL CODE: 0000000001 / 001  SMITH & SONS, INC              PRINT: N
ADDRESS         : 777 MAIN STREET                              COPIES: 01
           CITY: LANSING                 ST: MI ZIP: 48917      CTRY: USA
P/O TITLE       :
RETAINAGE AMT   :                  RETAIN PCT:           CARRY FORWARD :
FREIGHT CARRIER :           CONTRACT AMOUNT:           PARE IND      : N
DELIVERY DATE   : 06/30/1997 BPO/SCHED/CALL :          /      /
EXPIRATION DATE :           F.O.B. POINT   : DEST      INSURANCE CERT: N
TRACK DATE      :           DISCOUNT TERMS : NET       SUBCONTRACTOR : N
DIST METHOD : S EXPEDITOR CODE :       TRACK CODE :    SERVICE DATE: 04/30/1997
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
01 027 97


F1-HELP     F2-SELECT    F3-DELETE    F4-COPY     F5-NEXT      F6-VIEW DOC
F7-ADDRESS  F8-SEL TERMS F9-LINK      F10-SAVE    F11-VW ACCT  F12-PRINT
```

Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F4 is selected. This transaction processing screen allows the user to write purchase orders and transfer to detail entry screens without having to first create a requisition.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The document type is retrieved from the Department Table Maintenance screen (PCHL5970). If the document type is not specified on PCHL5970, it defaults to 'DP.'

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor field, the system transfers

to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

F3—Delete   The program deletes the purchase order record based on the purchase order ID with appropriate security. If posting has already occurred or the record does not exist, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3. This is not available for single distribution methods.

Also, if the user deletes a document while it is in the change order process (CINP), the system will retrieve the last posted version of the document.

F4—Copy   The system copies the direct purchase order displayed onto a new direct purchase order.

F5—Next   The system retrieves the next document record based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Purchase Order/Contract Details screen (PCHL2346). This screen summarizes the purchase order document by line number.

F7—Address   The system transfers to the Purchase Order Address Table Maintenance screen (PCHL2406). This screen allows the user to indicate multiple ship to and bill to addresses for each line of a purchase order.

F8—Sel Term   The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Terms are attached to documents and specifications are attached to commodities.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the direct purchase order record, based on the direct purchase order ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Direct Purchase Order Detail Entry screen (PCHL2365) when the distribution method is percentage or single, or to the Direct Purchase Order Accounting Detail screen (PCHL2364) when the distribution method is multiple.

F11—Vw Acct   The system transfers to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the purchase order/contract documents by accounting suffix.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description

Element   **Description**

PO/Contract ID   Enter up to a 12-character direct purchase order ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Eff Date   Enter up to an eight-digit effective date, which determines what fiscal period the document will post to the accounting system. If no date is entered, the system will default to the current date. (Required)

Purchasing Type   Enter a two-character purchasing type. This must exist in Miscellaneous Table 55 (PCHL5750). The purchasing type on the Direct Purchase Order Writing screen will default based on the purchasing type/document type as entered in the Department Table Maintenance screen (PCHL5970). If nothing is entered on the Department Table, the purchasing type will default to 'DP.' (Required)

Interface Type   Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'DP.' (Required)

Dept   Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)

Action Indicator   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document to the accounting system. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted to the accounting system. If the document contains a posting error, the action indicator will become 'E.' Posting errors must be corrected before the document will post. (Required)

Match Type   Enter the two-character match type. This must exist in the Matching Rules Table (PCHL1310). (Required)

Warehouse   Enter up to a four-character warehouse ID. This must exist in the Warehouse Table (PCHL5300). This field is required when replenishing inventory for a warehouse. (Optional) **(Not used in Michigan)**

Encumbrance   The system calculates and retrieves the encumbrance amount from the
Amount   direct purchase order detail when the document is complete.

Note   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Vendor Chg   Enter 'Y' if the purchase order vendor can be changed on the invoice providing the user has appropriate security. Enter 'N' if the purchase order vendor cannot be changed on the invoice. Defaults to 'N.' (Optional)

Remaining Value   The system calculates and retrieves the remaining dollar amount of the encumbrance, based on the encumbrance dollar amount minus the vouchered dollar amount.

Status   The system retrieves the document's current status.

Change No
The system displays the change sequence number if there is a posted change order for the purchase order displayed.

Vendor
Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)

Vendor Mail Code
Enter the three-character vendor mail code. This code must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)

Vendor Name
The system retrieves up to a 40-character vendor name, based on the vendor ID entered.

Print
Defaults to 'N.' When F12—Print is selected, the indicator changes to 'Y,' which indicates that the document has been printed.

Address
The system retrieves the address, based on the vendor ID and vendor mail code entered.

Copies
Enter the number of copies of the direct purchase order to be printed. Defaults to '01.' (Optional)

City
The system retrieves up to a 25-character city, based on vendor ID and vendor mail code entered.

St
The system retrieves the two character state based on the vendor ID and vendor mail code entered.

Zip
The system retrieves the vendor zip code, based on the vendor ID and vendor mail code entered.

Ctry
The system retrieves the vendor country, based on the vendor ID and vendor mail code entered.

P/O Title
Enter the title for this direct purchase order. (Optional)

Retainage Amt
The system will calculate and display the total dollar amount retained for this direct purchase order, if applicable, based on the amount retained for each associated voucher.

Retainage Pct
Enter the percent of the direct purchase order dollar amount that is to be retained when the voucher is posted. (Optional)

Carry Forward	Enter a 'Y' for yes or a 'N' for no to indicate whether the encumbrance amount for a direct purchase order still open at year end is to be carried forward to the next year. This is for informational purposes only. (Required)
Freight Carrier	Enter up to a three-character freight carrier. This must exist in Miscellaneous Table 92 (PCHL5750). (Optional)
Contract Amt	Enter the amount to be encumbered for this purchase order. If no amount is entered, the system will encumber the entire amount. (Optional)
PARE Ind	Enter a 'Y' for yes or a 'N' for no for the Performance and Reliability Evaluation indicator. The system defaults to 'N.' (Required)
Delivery Date	Enter up to an eight-digit date for delivery of the order. (Required)
BPO	Enter up to a 12-character blanket purchase order ID for this direct purchase order. This ID must exist in the Blanket Purchase Order file (PCHL2342). (Required for releases against blanket purchase orders)
Sched	Enter the four-character price schedule associated with the blanket purchase order ID entered. (Required for direct purchase order releases)
Call	The system retrieves the four-digit number indicating the blanket purchase order call sequence. This is the number of releases against a blanket purchase order. If more than 1,000 releases have been created, this will "roll over" and start with '001' again. (Required for direct purchase order releases)
Expiration Date	Enter up to an eight-digit expiration date for the direct purchase order. (Optional)
F.O.B. Point	Enter the F.O.B. point. This must exist in Miscellaneous Table 56 (PCHL5750). Defaults to 'DEST.' (Optional)
Insurance Certificate	Enter a 'Y' (yes) or a 'N' (no) to indicate whether there is an insurance certificate for this direct purchase order. The system defaults to 'N.' (Optional)
Track Date	Enter up to an eight-digit date that the direct purchase order is to be tracked by expediter. (Optional) **(Not used in Michigan)**
Discount Terms	Enter up to a 10-character discount term. This must exist in Miscellaneous

Table 57 (PCHL5750). Defaults to 'NET.' (Required)

Subcontractor   The system retrieves the subcontractor indicator. A 'Y' indicates that there is subcontractor information, and an 'N' indicates that there is no subcontractor information on the Subcontractor Entry screen (PCHL2345). The system defaults to 'N.'

Distribution Method   The accounting distribution method determines how a direct purchase order will be classified. Enter 'S' if a single classification will be used throughout the document. A 'P' indicates that the estimated total will be spread among the classification structures by specified percentages. An 'M' indicates that the document will contain multiple classification structures and distributed by varying amounts. The system defaults to 'S.' Accounting information rules vary based on the account distribution method chosen. (Required)

   Single   The user may enter only one line of accounting information. The accounting information will default to the direct purchase order detail level. The user should not enter any numbers in the percentage field.

   Multiple   The user may enter up to three lines of accounting information at the header level. The accounting information will default to the detail level where the user can specify the actual dollar amounts per account code. The user may add additional lines to this direct purchase order when the system transfers to the Direct Purchase Order Accounting Detail Entry screen (PCHL2364). A total of six lines may be entered here. If additional lines need to be added, the user must select F4 on the Direct Purchase Order Accounting Detail Entry screen to transfer to the Accounting Detail screen (PCHL2366). A total of 99 lines may be entered on this screen.

   Percentage   The user may enter one to three lines of accounting information and must enter percentages for each account code specified. The total of the percentages must equal 100.

Expeditor Code   Enter up to a four-character expeditor ID. This must exist in Miscellaneous Table EX. (Optional) **(Not used in Michigan)**

Track Code   Enter the two-character work status of the direct purchase order. This must exist in Miscellaneous Table 82 (PCHL5750). (Optional) **(Not used in Michigan)**

Service Date   Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Master
Accounting
Information   These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001.

3.2364 DIRECT PURCHASE ORDER ACCOUNTING DETAIL ENTRY

```
PCHL2364 V4.1           ADVANCED PURCHASING/INVENTORY   10/15/1999  10:00 AM
LINK TO:            DIRECT PURCHASE ORDER ACCOUNTING DETAIL

PURCHASE ORDER: 275P0000025      LINE NO : 001      BPO LINE NO:
COMMODITY     : 958-03                AIRPORT MANAGEMENT SERVICES
QUANTITY      : 20.00             STATE TAX :      LOCAL TAX :
PURCHASE U/M  : EA.   UNIT COST:   30.0000       EST TOTAL COST:    600.00
CS138 ID      : 275S9000006
ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3   AMOUNT
01 275 00 10000                                               300.00
01 275 00 20000                                               300.00




MORE ACCOUNTING:  N            CURRENT DETAIL ACCOUNTING AMOUNT:    600.00


F1-HELP     F2-SELECT    F3-DELETE    F4-ACCT     F5-NEXT     F6-VW DOC
            F8-VW SPECS  F9-LINK      F10-SAVE    F11-VW ACCT F12-LN SPEC
```

Screen Description

This screen is accessed from the Direct Purchase Order Writing screen (PCHL2360) when F10 is selected and the distribution method is multiple. This transaction processing screen is the second step in processing a multiple distribution direct purchase order. The direct purchase order **line number** refers to commodity information while the direct purchase order **suffix** refers to the accounting classification.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Direct Purchase Order Writing screen (PCHL2360) and generates a new line number for each detail. The direct purchase order header suffixes and the accounting treatments they refer to are displayed in the accounting information section in the lower part of the screen.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the

cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system transfers to the Commodity Name Inquiry screen (PCHL1100). This screen allows the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete The system deletes the Direct Purchase Order Detail record based on the purchase order ID and line number if the user has appropriate authority. If the detail record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3. This is not available for single distribution methods.

F4—Acct The system transfers to the Direct Purchase Order Accounting Detail screen (PCHL2366). This screen displays the accounting detail for the purchase order ID displayed.

F5—Next The system retrieves the next direct purchase order detail entry based on the direct purchase order ID and line number displayed on the screen. If there are no more direct purchase order detail entries, an end of file message is shown and processing begins with the first direct purchase order detail entry.

F6—Vw Doc The screen transfers to the Purchase Order/Contract Details screen (PCHL2346). This screen summarizes the purchase order document by line number.

F8—Vw Specs The system transfers to the Specifications/Terms Selection screen (PCHL2126). This screen allows the user to select standard specifications or terms, or enter free-form specifications or terms. Specifications are attached to commodities and terms are attached to documents.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the direct purchase order accounting detail record, based on the direct purchase order ID and line number displayed. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Direct Purchase Order Detail Entry screen (PCHL2365). This screen allows specifications to be entered for the line number displayed.

F11—Vw Acct   The system transfers to the Purchase Order/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the purchase order/contract document by suffix.

F12—Ln Spec   The screen transfers to the Direct Purchase Order Detail Entry screen (PCHL2365). This screen allows specifications to be entered for each requisition line number.

ENTER—   The system retrieves the record, based on the document ID and line number
Inquire   entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**

Purchase Order   Enter up to a 12-character direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Line No   Enter up to a three-character line number to inquire on a specific commodity detail record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)

BPO Line No   The system retrieves the blanket purchase order line number for release documents, based on the commodity entered.

Commodity   Enter up to an 11-character commodity ID. This must exist in the

Commodity Table (PCHL5100). (Required)
.

Commodity Name — The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).

Quantity — Enter up to a nine-digit quantity. If the user wants other than '00' after the decimal, the user must insert the decimal and up to two digits following the decimal. (Required)

State Tax — Enter the tax indicator: **(Not used in Michigan)**

Blank or N	—No tax
E	—Tax is extra
I	—Tax is included in the unit cost

Enter the tax rate indicator as defined in the Tax Rate Table Maintenance screen (PCHL5775).

Local Tax — Enter the tax indicator: **(Not used in Michigan)**

Blank or N	—No tax
E	—Tax is extra.
I	—Tax is included in the unit cost

Enter the tax rate indicator as defined in the Tax Rate Table Maintenance screen (PCHL5775).

Purchase U/M — The system retrieves the unit of measure established for this commodity on the Commodity Table (PCHL5100). This may be overridden by entering up to a three-character purchase unit of measure. This must exist in Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost — The system retrieves the last price paid for the commodity, up to 11 digits. The user can override the unit cost, by entering up to an 11-digit unit cost. If the user wants other than '0000' after the decimal, the user must insert the decimal and up to four digits following the decimal. (Required)

Est Total Cost — The system generates the estimated total cost based on unit cost, quantity, and taxes.

CS138 ID — Enter up to a 12-character CS138 ID or predetermined value if the commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or predetermined value may be retrieved from a blanket purchase order.

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Accounting Information

These fields represent the accounting line(s) to which the funds of this detail transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001.

Amount

Enter the amount to be applied to each account code combination. (Required)

More Accounting

The system displays 'N' (no) if there is no more accounting for the purchase order displayed or 'Y' (yes) if there is more accounting.

Current Detail Accounting Amount

The system displays the current detail accounting amount for the purchase order displayed.

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3.2365 DIRECT PURCHASE ORDER DETAIL ENTRY

```
PCHL2365 V4.1              ADVANCED PURCHASING/INVENTORY      10/15/1999  10:04 AM
LINK TO:                   DIRECT PURCHASE ORDER DETAIL ENTRY

PURCHASE ORDER: 275P0000025      LINE NO : 001       BPO LINE NO:
COMMODITY     : 958-03                AIRPORT MANAGEMENT SERVICES
QUANTITY      : 20.00              STATE TAX :        LOCAL TAX :
PURCHASE U/M  : EA.   UNIT COST:       30.0000        EST TOTAL COST:   600.00
CS138 ID      : 275S9000006
BLOCK FUNCTION:      (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                   BLOCK 000 OF 000
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

 SPEC IDS:
 F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT      F6-VW DOC
 F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE     F11-VW ACCT  F12-LN ACCT
```

Screen Description

This screen is accessed from the Direct Purchase Order Writing screen (PCHL2360) when F10 is selected and the distribution method is single or percentage. This transaction processing screen is the second step in processing a single or percentage distribution direct purchase order. The direct purchase order **line number** refers to commodity information while the requisition/job ticket **suffix** refers to the accounting treatment.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Direct Purchase Order Writing screen and generates a new line number for each detail.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the commodity field, the system

transfers to the Commodity Name Inquiry screen (PCHL1100), or to the Blanket Purchase Order Commodity Summary screen (PCHL2350), if ordering goods from a blanket purchase order. These screens allow the user to select and return a commodity ID and associated commodity name to the document. If the cursor is positioned on the CS138 ID field, the system transfers to the CS138 Selection screen (PCHL3999). This screen allows the user to select and return a statewide preauthorized CS138 ID or predetermined value.

F3—Delete   The system deletes the commodity line detail record if the user has appropriate authority. If the commodity line detail record does not exist, or the document is posted, an error message is shown and processing stops.

F4—Blk Func   One of four functions will be implemented depending on the value entered in the Block Function field. The user may enter ISRT, DLET, DUP, or a Spec ID to copy:

- ‘ISRT’ to insert a blank block after the current block
- ‘DLET’ to delete the current block
- ‘DUP’ to duplicate the current block
- ‘SPEC ID’ the specification is copied into the text area after the current block

F5—Next   The system retrieves the next document detail entry based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F6—Vw Doc   The screen transfers to the Purchase Order/Contract Details screen (PCHL2346). This screen summarizes the purchase order document by line number.

F7—Pr Blk   The system retrieves the previous block of specification text.

F8—Nx Blk   The system retrieves the next block of specification text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the direct purchase order specification detail record, based on the direct purchase order ID and line number. If the record already

exists, it is replaced.

F11—Vw Acct   The system transfers to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen summarizes the direct purchase accounting information.

F12—Ln Acct   The screen transfers to the Direct Purchase Order Accounting Detail screen (PCHL2364). This function is only available when the distribution method is multiple.

ENTER—   The system retrieves the commodity line detail record, based on the
Inquire   document ID and line number entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Purchase Order	Enter up to a 12-character direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific commodity detail record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved. When creating a new record, the system generates the line number. (Required)
BPO Line No	The system retrieves the blanket purchase order line number for release documents, based on the commodity ID entered
Commodity	Enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). (Required)
Commodity Name	The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).

Quantity   Enter up to a nine-digit quantity. If the user wants other than '00' after the
                          decimal, the user must insert the decimal and up to two digits following the
                          decimal. (Required)

State Tax   Enter the tax indicator: **(Not used in Michigan)**

                                  Blank or N   — No tax
                                  E   — Tax is extra
                                  I   — Tax is included in the unit cost

                          Enter the tax rate indicator as defined in the Tax Rate Table Maintenance
                          screen (PCHL5775).

Local Tax   Enter the tax indicator: **(Not used in Michigan)**

                                  Blank or N   — No tax
                                  E   — Tax is extra.
                                  I   — Tax is included in the unit cost

                          Enter the tax rate indicator as defined in the Tax Rate Table Maintenance
                          screen (PCHL5775).

Purchase U/M   The system retrieves the unit of measure established for this commodity on
                          the Commodity Table (PCHL5100). This may be overridden by entering up
                          to a three-character purchase unit of measure. This must exist in
                          Miscellaneous Table 59 (PCHL5750). (Required)

Unit Cost   The system retrieves the last price paid for the commodity, up to 11 digits.
                          The user can override the unit cost, by entering up to an 11-digit unit cost.
                          If the user wants other than '0000' after the decimal, the user must insert the
                          decimal and up to four digits following the decimal. (Required)

Est Total Cost   The system-calculates the estimated total cost, based on the unit cost and
                          quantity entered.

CS138 ID   Enter up to a 12-character CS138 ID or predetermined value if the
                          commodity ID begins with a '9'; otherwise leave blank. A CS138 ID or
                          predetermined value may be retrieved from a blanket purchase order.

Block Function   Enter ISRT, DLET, DUP, or a Spec ID to copy: (Optional)

                                  ■ 'ISRT' to insert a blank block after the current block

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■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

Specification Info   Enter up to 10 lines of 70 characters. (Optional)

Block Number   The system generates the block number. The user may enter a block number for inquiry purposes. (Optional)

Spec IDs   The system retrieves the specification ID, based on the cross reference created on the Specifications by Commodity screen (PCHL5450) or specifications IDs entered on Specifications/Terms Selection screen (PCHL2126). Up to ten specification ID's may be entered. This must exist in the Specifications/Terms Table (PCHL5500).

3.2366 DIRECT PURCHASE ORDER ACCOUNTING DETAIL SCREEN

```
PCHL2366 V4.1                  ADVANCED PURCHASING/INVENTORY   08/15/1994   12:00 PM
LINK TO:                          DIRECT PURCHASE ORDER

PURCHASE ORDER : PO2222222222   LINE NO: 001    LINE TOTAL: 10.00
COMMODITY      : 005

SX AGY AY INDEX  PCA  COBJ AOBJ GRANT PH  PROJ PH  AG1  AG2  AG3     AMOUNT
01 TR7 94 10000                                                       10.00




                              CURRENT DETAIL ACCOUNTING AMOUNT:         10.00
 F1-HELP                   F3-DEL ACTG                    F5-NEXT
 F7-PRIOR PG  F8-NEXT PG  F9-LINK        F10-SAVE
```

Screen Description

This screen is accessed from the Direct Purchase Order Accounting Detail (PCHL2364) when F4 is selected. This transaction processing screen displays the accounting detail for the purchase order displayed on the screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Del Actg	The system will delete the accounting suffix line that the cursor is positioned on.

F5—Next   The system retrieves the accounting suffix lines for the next detail entry line number, based on the document ID and line number displayed on the screen. If there are no more document detail entry lines, an end-of-file message is shown and processing begins with the first document detail entry line.

F7—Prior Pg   The previous page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and first accounting suffix displayed. If the first accounting suffix is already displayed, an error message is shown.

F8—Next Pg   The next page of accounting suffix lines is retrieved and displayed, based on the document ID, line number and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the accounting detail record, based on the document ID and line number. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**
Purchase Order ID	Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific purchase order record displayed, the purchase order ID is retrieved. (Required)
Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the line number is retrieved. (Required)

Line Total   The system calculates and displays the direct purchase order line total.

Commodity ID   The system retrieves the commodity ID, based on the line number
                      displayed.

Commodity Name   The system retrieves the commodity name, based on the commodity ID
                      displayed.

Master   These fields represent the accounting line(s) to which the funds of this
Accounting   financial transaction are applied. The accounting information and format
Information   displayed on each screen is dependent upon the financial accounting
                      software integrated with ADPICS. Field descriptions for the
                      implementation of ADPICS with R★STARS is contained in Section 1.0001.
                      (Required)

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3.2402 SECONDARY PURCHASE ORDER MAINTENANCE MENU

```
PCHL2402 V4.1            ADVANCED PURCHASING/INVENTORY      05/15/1997  12:00 PM
LINK TO:           SECONDARY PURCHASE ORDER MAINTENANCE MENU


                        COPYRIGHT 1993 KPMG PEAT MARWICK

            USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:


             (1)  - DOCUMENT ACTIVITY TRACKING
             (2)  - CERTIFICATE OF INSURANCE
             (3)  - CONTRACT PAYMENT SCHEDULE
             (4)  - RETAINAGE SUMMARY
             (5)  - SUBCONTRACTOR ENTRY







             (CL) - EXIT
```

Screen Description

This menu is accessed from the Procurement Transactions menu (PCHL2000) when F8 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security Record. This menu allows the following five selections:

■   Document Activity Tracking
■   Certificate of Insurance
■   Contract Payment Schedule
■   Retainage Summary
■   Subcontractor Entry

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

Available Function Keys

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Function Key	Action
F1—Document Activity Tracking	The system transfers to the Document Activity Tracking screen (PCHL2115). This screen allows the user to indicate specific dates and activities for a document.
F2—Certificate of Insurance	The system transfers to the Certificate of Insurance screen (PCHL2347). This screen allows the user to enter the necessary insurance information pertaining to the purchase order/contract ID.
F3—Contract Payment Schedule	The system transfers to the Contract Payment Schedule screen (PCHL2351). This screen allows the user to establish a payment schedule by purchase order/contract ID.
F4—Retainage Summary	The system transfers to the Retainage Summary screen (PCHL2405). This screen allows the user to view retainage information related to a purchase order.
F5—Subcontractor Entry	The system transfers to the Subcontractor Entry screen (PCHL2345). This screen allows the user to enter subcontractor information for purchase orders.
F9—Link	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
CL—Exit	The system transfers to the previously viewed screen.

3.2406 PURCHASE ORDER ADDRESS TABLE MAINTENANCE

```
PCHL2406 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:              PURCHASE ORDER ADDRESS TABLE MAINTENANCE

PURCHASE ORDER: 027P5200143
LINE NO      : 001

S   S/B QTY/DATE     ADDR   ADDRESS                              REQ/LINE NO
    S          5.00  00005  13135 TEST DRIVE                     027R5201093
        10/10/95            FORESTVILLE          ON  48909       000

                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                

    F1-HELP      F2-SELECT    F3-DELETE                  F5-NEXT
                 F8-NEXT PG   F9-LINK      F10-SAVE
```

Screen Description

This screen is accessed from the Purchase Order/Contract Writing screen (PCHL2340) or the Direct Purchase Order Writing screen (PCHL2360) when F7 is selected. This transaction processing screen allows the user to indicate multiple ship to and bill to addresses for each detail line entered on a purchase order, as well as specific quantities and dates by address. This information is retrieved from the requisition, if entered. The address code and address on this screen must exist in the Other Address Code Table Maintenance screen (PCHL5250).

Available Function Keys

Function Key   Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Other Address Table Maintenance screen (PCHL5250) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the address detail information. It also defines other document address records, which are frequently used.

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F3—Delete   The system deletes the address record if the user has appropriate authority. If the address record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete a shipping or billing address by entering an 'S' in the selection indicator column of the address to be deleted and selecting F3.

F5—Next   The system retrieves the next document address detail entry, based on the document ID and line number displayed on the screen. If there are no more document address detail entry lines, an end-of-file message is shown and processing begins with the first document address detail entry line.

F8—Next Pg   The next page of shipping and billing addresses is retrieved and displayed, based on the document ID, line number and last address displayed. If the last address is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the requisition address record, based on the requisition ID and line number. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Purchase Order   Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific purchase order record displayed, the purchase order ID is retrieved. (Required)

Line No	Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the first line number is retrieved.. (Required)
Selection Indicator	Enter an 'S' in this field to select an address. When F2 is selected, the system transfers to the Other Address Table Maintenance screen (PCHL5250). This screen displays the detailed address information. (Optional)
Ship/Bill Indicator	Enter 'S' to ship or 'B' to bill. (Required)
Qty	Enter the ship/bill to quantity for the purchase order line number displayed. When entering the ship/bill to at the document level ('000') this field is optional, and the system will default to '00.00' when the record is saved. This field is required when entering the ship/bill to at the line level (i.e., '001' or '002'). (Optional)
Addr	Enter up to a five-character ship/bill to address code. This must exist in the Other Address Table (PCHL5250). (Required)
Address	The system retrieves the address, based on the address code entered.
Date	Enter up to an eight-digit ship/bill date. (Optional)
Req/Line No	The system retrieves the requisition ID and line number if the ship to/bill to address was entered on the requisition that is attached to the purchase order displayed.

3.3000 RECEIVING MENU

```
PCHL3000 V4.1              ADVANCED PURCHASING/INVENTORY   08/15/1994   12:00 PM
LINK TO:                          RECEIVING MENU

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             USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                  (1)  - RECEIVING HEADER DEFINITION
                  (2)    INVENTORY RECEIVING
                  (3)  - RECEIPTS BY PURCHASE ORDER/CONTRACT
                  (4)  - RECEIVING REPORT DETAIL INQUIRY
                  (5)  - RECEIVING SUMMARY




                  (CL) - EXIT
```

Screen Description

This menu is accessed from the Main menu (PCHL0000) when F3 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following four selections:

- Receiving Header Definition
- Inventory Receiving **(Not used in Michigan)**
- Receipts by Purchase Order/Contract
- Receiving Report Detail Inquiry
- Receiving Summary

Receiving in ADPICS allows users to receive, inquire, and update system information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Reissue Date: **April 1, 1996**

Revised: **March 1, 2001**

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Available Function Keys

Function Key	Action
F1—Receiving Header Definition	The system transfers to the Receiving Header Definition screen (PCHL3100). This screen allows the user to record header information on the receiving report.
F2—Inventory Receiving	The system transfers to the Receiving Header Definition screen (PCHL3100). This screen allows the user to record header information on the inventory receiving report. **(Not used in Michigan)**
F3—Receipts by Purchase Order/Contract	The system transfers to the Receipts by Purchase Order/Contract screen (PCHL3200) which allows the user to view all receipts processed for a purchase order/contract.
F4—Receiving Report Detail Inquiry	The system transfers to the Receiving Report Detail Inquiry screen (PCHL3300) which allows the user to view the receiving report detail information.
F5—Receiving Summary	The system transfers to the Receiving Summary screen (PCHL3130). This screen allows the user to update procurement receiving reports.
CL—Exit	The system transfers to the previously viewed screen.

Reissue Date: **April 1, 1996**

Revised: **September 9, 1996**

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3.3100 RECEIVING HEADER DEFINITION

```
PCHL3100 V4.1           ADVANCED PURCHASING/INVENTORY        08/15/1994  12:00 PM
LINK TO:                    RECEIVING HEADER DEFINITION

RECEIVING RPT ID : RCT0000002        RECEIVE ALL    : N (Y/N)  NOTE  : N
PURCHASE ORDER ID: 027P4OOO151        DOCUMENT TYPE  : RC       DEPT  : 027
DATE RECEIVED    : 07/29/1994         CREATE DATE    : 07/30/94
DATE ACCEPTED    : 07/29/1994         PO DUE DATE    : 01/01/95
REJECT CODE      :                    PROCURE/INV IND : P
ACTION INDICATOR : P                  INTERFACE TYPE  : RR
                                      PARE IND        : N (Y/N)
VENDOR ID        : 2222222222         STATUS          : POST
VENDOR NAME      : BOB'S PAPER
MAIL CD          :

          CITY:                            ST:   ZIP:           CTRY:




F1-HELP                 F3-DELETE              F5-NEXT       F6-VIEW DOC
F7-PRINT RET  F8-ADDRESS F9-LINK      F10-SAVE  F11-REC SUMM  F12-PRINT
```

Screen Description

This screen is accessed from the Receiving menu (PCHL3000) when F1 or F2 is selected (**F2 not available at this time**). This transaction processing screen allows the user to enter receiving report header information. From this screen, the user can view receiving report detail information and print the document by selecting the appropriate function keys.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

F5—Next   The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F6—View Doc   The system transfers to the Receiving Report Detail Inquiry screen (PCHL3300). This screen displays the detail receipt information for a given receiving report.

F7—Print Ret If goods have been rejected, the system will print a return notification letter to the vendor.

F8—Address   The system transfers to the Purchase Order Address Table Maintenance screen (PCHL2406). This screen allows the user to view shipping/billing addresses.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the receiving header record, based on the receiving report ID. If the record already exists, it is replaced. After the required elements have been entered, this function transfers to the Procurement Receiving screen (PCHL3110) if F1 was initially selected from the Receiving menu (PCHL3000). The system transfers to the Inventory Receiving screen (PCHL3120) if F2 was initially selected from the Receiving menu (PCHL3000). **(F2 is not available at this time)**

F11—Rec Summ The system transfers to the Receiving Summary screen (PCHL3130). This screen allows the user to update the inventory or procurement receipt details.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Receiving Rpt ID	Enter up to a 12-character receiving report ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)
Receive All	Enter 'Y' (yes) or 'N' (no). This indicates whether all items have been received. The system defaults to 'N.' (Required)
Note	The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.
Purchase Order ID	Enter the ID of the purchase order being received against. This must exist in the Purchase Order Table (PCHL2340), or the Direct Purchase Order Table (PCHL2360). (Required)
Document Type	Enter the appropriate two-character document type. This must exist in Miscellaneous Table 64 (PCHL5750). The system defaults, based on the value entered in the Department Table (PCHL5970). If nothing is entered in the Department Table, the document type will default to 'RG.' (Required)
Dept	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)
Date Received	Enter up to an eight-digit date the goods or services were received. (Required)
Create Date	The document's create date is displayed.
Date Accepted	Enter up to an eight-digit date the goods or services were accepted. (Required)
PO Due Date	The system retrieves the purchase order delivery date, based on the purchase order ID entered.
Reject Code	Enter a valid reject code. The must exist in Miscellaneous Table 58 (PCHL5750). (Optional)

Procure/Inv Ind	The system displays either 'P' (procurement) or 'I' (inventory), depending on whether F1 or F2 was selected from the Receiving menu (PCHL3000). **(F2 not available at this time)**
Action Indicator	The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted. (Required)
Interface Type	Enter the two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to 'XX.' (Required)
PARE Indicator	Enter 'Y' or 'N' for the Performance and Reliability Evaluation indicator. This is dependent on whether or not the commodity is to go through performance and reliability evaluation prior to acceptance. The system defaults to 'N.' (Optional)
Vendor ID	The system retrieves the vendor ID, based on the purchase order ID entered.
Status	The document's current status is displayed.
Vendor Name	The system retrieves the vendor's name, based on the vendor ID displayed.
Mail Cd	The system retrieves the mail code, based on the vendor ID displayed.
Address	The system retrieves the address, based on the mail code displayed.
City	The system retrieves the city, based on the mail code displayed.
St	The system retrieves the state, based on the mail code displayed.
Zip	The system retrieves the zip code, based on the mail code displayed.
Ctry	The system retrieve the country, based on the mail code displayed.

3.3110 PROCUREMENT RECEIVING

```
PCHL3110 V4.1            ADVANCED PURCHASING/INVENTORY      08/15/1994  12:00 PM
LINK TO:                     PROCUREMENT RECEIVING

RECEIVING RPT ID: REC00000016
PO/CONTRACT ID  : PO0000000023   LINE NO        : 001
-------------------------------------------------------------------------------
COMMODITY ID: 100               PLASTIC TUBING



QTY ORDERED :           10.00      ORDER SIZE  :  EA
QTY ACCEPTED:           10.00
QTY REJECTED:
INSPECT TYPE: XX
INSPECT DATE:
REJECT CODE :




F1-HELP                                              F5-NEXT
                     F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Receiving Header Definition screen (PCHL3100) when F10 is selected. This transaction processing screen allows the user to update the detailed information for the receiving report.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F5—Next	The system retrieves and displays the next open line number on the purchase order, based on the purchase order ID displayed on the screen.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the receiving report detail record, based on the receiving report ID displayed on the screen. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The screen transfers to the previous screen.

Input Coding Instructions

Element   **Description**

Receiving Rpt ID   Enter up to a 12-character receiving report ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific receiving record displayed, the receiving report ID is retrieved. (Required)

PO/Contract ID   The system retrieves the purchase order ID, based on the receiving report ID displayed. (Required)

Line No   The system retrieves the first open requisition detail line number associated with the purchase order ID displayed. (Required)

Commodity ID   The system retrieves the commodity ID from the purchase order, based on the line number.

Commodity Name   The system retrieves the commodity name, based on the commodity ID displayed.

Qty Ordered   The system retrieves the quantity ordered, based on the purchase order ID.

Order Size   The system retrieves the order size, based on the commodity ID.

Qty Accepted   Enter the quantity of goods accepted. This field is the quantity that is being accepted, not necessarily the quantity of goods that were received. (Required)

Qty Rejected   Enter the quantity of goods rejected. (Optional)

Inspect Type   The system retrieves the inspect type, based on the commodity ID, if applicable.

Inspect Date   Enter the actual date that the goods are inspected. (Optional)

Reject Code   Enter a valid reject code when rejecting goods. This must exist in Miscellaneous Table 58 (PCHL5750). (Optional)

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Revised: **March 1, 2001**

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3.3130 RECEIVING SUMMARY

```
PCHL3130 V4.1              ADVANCED PURCHASING/INVENTORY         08/15/1994  12:00 PM
LINK TO:                         RECEIVING SUMMARY

RECEIVING ID: RC0000000077        PO ID : PO2222222222
--------------------------------------------------------------------------------
REQUISITION     LINE                                      QUANTITY   WARE-
S   ID           NO    COMMODITY ID     COMMODITY NAME    ACCEPTED   HOUSE ROW BIN




       F1-HELP       F2-SELECT                                  F5-NEXT
                     F8-NEXT PG    F9-LINK   F10-SAVE
```

Screen Description

This screen is accessed from the Receiving Header Definition screen (PCHL3100) when F11 is selected. This transaction processing screen is used to update inventory or procurement receipt details.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Procurement Receiving screen (PCHL3110). This screen allows the user to view and update the procurement receiving reports.
F5—Next	The system retrieves and displays the next open line number on the purchase order, based on the purchase order ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

F8—Next Pg   The next page of receiving report information is retrieved and displayed, based on the document ID and last requisition ID displayed. If the last requisition ID is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the receiving report record, based on the receiving report ID. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Receiving ID   Enter up to a 12-character receiving report ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific receiving report record displayed, the receiving report ID is retrieved. (Required)

PO ID   The system retrieves the purchase order ID, based on the receiving report ID entered.

Select Indicator   Enter an 'S' in this field to select a requisition line. When F2 is selected, the system transfers to the Procurement Receiving screen (PCHL3110). This screen displays the procurement receiving report. (Optional)

Requisition ID   The system retrieves the requisition ID, based on the receiving report ID entered.

Line No   The system retrieves the line number, based on the requisition ID displayed.

Commodity ID   The system retrieves the commodity ID, based on the requisition line number displayed.

Commodity Name The system retrieves the commodity name, based on the commodity ID displayed.

Quantity Enter the quantity of goods accepted. This is not necessarily the quantity of
Accepted goods received. (Required)

Warehouse Enter up to a three-character warehouse ID. This designates the warehouse location of the goods to be stored in inventory. When inquiring, this data field is only displayed if the procurement/inventory indicator on the associated Receiving Header Definition screen (PCHL3100) is 'I' (inventory). (Optional) **(Not used in Michigan)**

Row Enter up to a three character row. This designates the row location of the goods when stored in inventory. When inquiring, this data field is only displayed if the procurement/inventory indicator on the associated Receiving Header Definition screen (PCHL3100) is 'I' (inventory). (Optional) **(Not used in Michigan)**

Bin Enter up to a three character bin. This designates the bin location of the goods when stored in inventory. When inquiring, this data field is only displayed if the procurement/inventory indicator on the associated Receiving Header Definition screen (PCHL3100) is 'I' (inventory). (Optional) **(Not used in Michigan)**

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Revised: **March 1, 2001**

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3.5260 VENDOR PERFORMANCE MAINTENANCE

```
PCHL5260 V4.1            ADVANCED PURCHASING/INVENTORY        06/20/1996  12:00 PM
LINK TO:                      VENDOR PERFORMANCE


PERF ID   : 472Y6000001         ACTION IND: P
VENDOR ID : 3587340999  000   XYZ LANDSCAPE SUPPLIES.

PERF CODE : SOV   SHIPMENT OVERDUE
P/O ID    : PO0000016
REF ID    : 000000000002                        DATE : 08/15/1994
PERF DESC : FREQUENTLY LATE WITH DELIVERY        TIME : 12:51 PM
CONTACT   : RAMSAM                               PHONE: 517 323-9534
COMMENT:    (ISRT, DLET OR DUP) BLOCK
FUNCT > VENDOR HAS BEEN LATE WITH LAST FOUR SHIPMENTS
      >
BLOCK >
001   >
OF    >
001   >
      >
      >
      >


F1-HELP    F2-SELECT    F3-DELETE    F4-BLK FUNC    F5-NEXT
F7-PR BLK  F8-NX BLK    F9-LINK      F10-SAVE                F12-PRINT
```

Screen Description

This screen is accessed from the Vendor Performance/Inquiry menu (PCHL5002) when F1 is selected. This screen allows the user to enter and maintain performance related issues for a vendor. It provides the functionality for the user to enter a standard performance code, documents to reference, contact information, as well as text to explain the performance issue in detail.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If the cursor is positioned in the vendor ID field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

F3—Delete   The system deletes the unposted vendor performance record and any associated vendor disposition information, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.

F4—Blk Func   One of three functions will be implemented depending on the value entered in the block function field. The user may enter ISRT, DLET, or DUP.

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block

F5—Next   The system retrieves the next vendor performance record, based on the performance ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first performance record.

F7—Pr Blk   The system retrieves the previous block of vendor performance description text.

F8—Nx Blk   The system retrieves the next block of vendor performance description text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the vendor performance record, based on the performance ID. If the record already exists, it is replaced.

F12—Print   The system sends the document, based on the performance ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

Enter—Inquire The system retrieves the document activity based on the document ID displayed on the screen. If the document ID currently displayed does not exist, or no document lines are found, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

Perf ID   Enter up to a 12-character performance ID to inquire on a specific document. When initiating a new document, the system will generate the document ID after the required elements have been entered, and the document is saved. (Required)

Action Ind   The vendor performance record automatically posts when the associated vendor disposition record (PCHL5270) is posted. An 'N' indicates that the vendor performance/disposition record has not been posted. A 'P' indicates that the vendor performance/disposition record has been posted. The system defaults to 'N.' (Required)

Vendor ID   Enter up to a 10-character vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required)

Vendor Mail Code   Enter up to a three-digit vendor mail code. This must exist in the Vendor Address Summary Inquiry screen (PCHL5220). (Required)

Vendor Name   The system retrieves the vendor's name, based on the vendor ID entered.

Perf Code   Enter up to a three-character performance code. This code must exist in Miscellaneous Table 96 (PCHL5750). (Required)

Performance Title The system retrieves the title associated with the performance code entered.

P/O ID   Enter up to a 12-character purchase order ID. This ID must exist in the Purchase Order/Contract Writing Table (PCHL2340 or PCHL2360). (Optional)

Ref ID   Enter up to a 12-character reference ID, which may be used to further reference the vendor performance record. (Optional)

Date   The system displays the date the performance record was created.

Perf Desc   Enter up to a 40-character performance description. (Required)

Time   The system displays the time the performance record was created.

Contact   Enter up to a 40-character name of the contact person. (Required)

Phone Area Code   Enter the three-digit area code for the contact person. (Required)

Telephone   Enter the seven-digit telephone number for the contact person. (Required)

Telephone   Enter up to a four-character telephone extension number. (Optional)
Extension

Comment   Enter up to 10 lines of 70 characters each, of text related to the vendor
performance record. (Optional)

Funct   Enter ISRT, DLET, or DUP. (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block

Block Number   The system generates the block number. The user may enter a block
number for inquiry purposes.

3.5270 VENDOR PERFORMANCE DISPOSITION

```
PCHL5270 V4.1                  ADVANCED PURCHASING/INVENTORY      06/20/1996  12:00 PM
LINK TO:                       VENDOR PERFORMANCE DISPOSITION    +

PERF. ID  :  472Y6000001            ACTION IND: P
VENDOR ID :  3587340999  000        XYZ LANDSCAPE SUPPLIES
PERF CODE :  SOV     SHIPMENT OVERDUE
DISP CODE :  CX      COMPLAINT SUBSTANTIATED WITH EXTENUATING CIRCUMSTANCES
REF ID    :  000000000002  P/O ID: PO0000016 DATE :  08/15/1994
PERF DESC :  FREQUENTLY LATE WITH DELIVERY    TIME :  12:00 PM
DISP BY   :  LORI MILLER                    PHONE:  517-333-3333
COMMENT   :  (ISRT, DLET, OR DUP) BLOCK
FUNCT >   VENDOR HAS BEEN LATE LAST FOUR SHIPMENTS
      >
BLOCK > CALLED VENDOR.  VENDOR'S TRUCK WAS INVOLVED IN AN ACCIDENT REQUIRING
001   > REPAIRS AND VENDOR HAD TO MAKE ALL DELIVERIES WITH ONE TRUCK.  REPAIRS
OF    > HAVE BEEN COMPLETED AND DELIVERIES ARE NOW ON TIME.
001   >
      >
      >
      >


F1-HELP    F2-SELECT  F3-DELETE    F4-BLK FUNC      F5-NEXT
F7-PR BLK  F8-NX BLK  F9-LINK      F10-SAVE                   F12-PRINT
```

Screen Description

This screen is accessed from the Vendor Performance/Inquiry menu (PCHL5002) when F2 is selected. This screen allows the user to assign a user-maintained disposition code to an existing vendor performance document. The user also has the ability to add additional comments regarding the disposition of the performance issue, using the text fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.

F3—Delete   The system deletes the unposted vendor performance disposition information only, if the user has appropriate authority. It does not delete the vendor performance disposition record. To delete the vendor performance disposition record, the associated vendor performance record must be deleted. If the record does not exist an error message is shown and processing stops.

F4—Blk Func   One of three functions will be implemented depending on the value entered in the block function field. The user may enter ISRT, DLET, or DUP.

- ■ 'ISRT' to insert a blank block after the current block
- ■ 'DLET' to delete the current block
- ■ 'DUP' to duplicate the current block

F5—Next   The system retrieves the next vendor performance disposition record, based on the performance ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor performance disposition record.

F7—Pr Blk   The system retrieves the previous block of vendor performance disposition description text.

F8—Nx Blk   The system retrieves the next block of vendor performance disposition description text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the vendor performance disposition record, based on the performance ID. If the record already exists, it is replaced.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

Enter—Inquire   The system retrieves the vendor performance disposition record based on the performance ID displayed on the screen. If the performance ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Perf ID   Enter up to a 12-character performance ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific performance record displayed, the performance ID is retrieved. This must exist in the Vendor Performance Table (PCHL5260). (Required)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document. When the disposition record is posted, the system automatically posts the associated performance record. (Required)

Vendor ID   The system retrieves the vendor ID, based on the performance ID entered

Mail Code   The system retrieves the vendor mail code, based on the performance ID entered

Vendor Name   The system retrieves the vendor name, based on the performance ID entered

Perf Code   The system retrieves the performance code and name based on the performance ID entered.

Performance Title   The system retrieves the performance title, based on the performance ID entered.

Disp Code   Enter up to a three-character disposition code. This must exist in Miscellaneous Table 97 (PCHL5750). (Required)

Disp Desc   The system retrieves the description for the disposition code entered.

Ref ID   The system retrieves the reference ID, based on the performance ID entered.

P/O ID   The system retrieves the purchase order ID, based on the performance ID entered.

Date   The system displays the date the disposition record was created.

Perf Desc   The system retrieves the performance description based on the performance ID entered.

Time   The system displays the time the disposition record was created.

Disp By   Enter up to a 40-character name for the disposition contact person.
                        (Required)

Phone Area Code   Enter the three-digit area code for the disposition contact person.
                        (Required)

Telephone   Enter the seven-digit telephone number for the disposition contact person.
                        (Required)

Telephone   Enter up to a four-character telephone extension number. (Optional)
Extension

Comment   The system retrieves any text entered on the vendor performance record
                        (PCHL5260). Enter up to 10 lines of 70 characters each, for any additional
                        information. (Optional)

Funct   Enter ISRT, DLET, or DUP. (Optional)

                        ■   'ISRT' to insert a blank block after the current block
                        ■   'DLET' to delete the current block
                        ■   'DUP' to duplicate the current block

Block Number   The system generates the block number. The user may enter a block
                        number for inquiry purposes.

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3.8000 CHANGE ORDER MENU

```
PCHL8000 V4.1             ADVANCED PURCHASING/INVENTORY     10/15/1999  10:11 AM
LINK TO:                      CHANGE ORDER MENU

                         COPYRIGHT 1993 KPMG PEAT MARWICK

              USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                 (1)  - ADVICE OF CHANGE
                 (2)  - DOCUMENT CANCELLATION
                 (3)  - BLANKET PURCHASE ORDER PRICE CHANGE REQUEST


                 (6)  - CS138 CHANGE ORDER INQUIRY
                 (7)  - REQUISITION CHANGE ORDER INQUIRY
                 (8)  - PURCHASE ORDER CHANGE ORDER INQUIRY




                 (CL) - EXIT
```

Screen Description

This menu is accessed from the Main menu (PCHL0000) when F8 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows the following six selections:

■ Advice of Change
■ Document Cancellation
■ Blanket Purchase Order Price Change Request
■ CS138 Change Order Inquiry
■ Requisition Change Order Inquiry
■ Purchase Order Change Order Inquiry

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security Record for the current user log-in.

Available Function Keys

Function Key	Action
F1—Advice of Change	The system transfers to the Advice of Change screen (PCHL8010). This screen allows the user to initiate a change of a posted requisition, purchase order (including direct purchase order), blanket purchase order, or CS138.
F2—Document	The system transfers to the Document Cancellation screen (PCHL8500).

Cancellation	This screen allows the user to create a change order that cancels a posted requisition, purchase order (including direct purchase order), blanket purchase order, CS138, receiving report, invoice, or job ticket. This screen also allows the user to create a change order that unposts an invitation to bid or bid, as well as delete a posted bid.
F3—Blanket Purchase Order Price Change Request	The system transfers to the Blanket Purchase Order Price Change Request screen (PCHL2353). This screen allows the user to initiate the change of a price schedule on a posted blanket purchase order for a future effective date.
F6—CS138 Change Order Inquiry	The system transfers to the CS138 Change Order Inquiry screen (PCHL8700). This screen allows the user to view a CS138 change order.
F7—Requisition Change Order Inquiry	The system transfers to the Requisition Change Order Inquiry screen (PCHL8800). This screen allows the user to view a requisition change order.
F8—Purchase Order Change Order Inquiry	The system transfers to the Purchase Order Change Order Inquiry screen (PCHL8900). This screen allows the user to view a purchase order change order.
CL—Exit	The system transfers to the previously viewed screen.

3.8010 ADVICE OF CHANGE

```
PCHL8010 V4.1              ADVANCED PURCHASING/INVENTORY    10/15/1999  10:13 AM
LINK TO:                         ADVICE OF CHANGE

DOCUMENT ID   :  071B0000005    ACTION IND   : P     EFF DATE: 12/08/2000
CHANGE NO     :  001            INTERFACE TYPE: BP    NOTE PAD: N
DOCUMENT IND  :  BP(RQ/PO/BP/CS)                      STATUS  : POST
CHANGE ORDER ID:  071C000005
DOCUMENT TYPE :  AC ADVICE OF CHANGE


       CHANGE DESCRIPTION
BLOCK >   CHANGE CONTRACT AMOUNT FROM 7,187,702.00 TO    8,048,921.76
001   >
OF    >
001   >
      >
FUNCT >
      >
      >
      >
      >


F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC  F5-NEXT
F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE                  F12-PRINT
```

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when F1 is selected. This transaction processing screen allows the user to create an advice of change for a posted requisition, purchase order, blanket purchase order, or a CS138. After the advice of change is posted, the user will be able to make the actual changes on the document referenced on the advice of change.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.

F3—Delete   The system will delete the advice of change record, based on the document ID and change sequence number, if the user has appropriate authority. If the document has been posted or the record does not exist, an error message is displayed and processing stops.

F4—Blk Func   Based upon the function entered by the user (ISRT, DLET, DUP, terms to copy) the system will:

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'SPEC ID' the specification is copied into the text area after the current block

F5—Next   The system retrieves the next change sequence number for the document ID displayed. If the last change sequence record is already displayed, the system will retrieve the next change order ID. If there are no more advice of change records, an end-of-file message is shown and processing begins with the first change order record.

F7—Pr Blk   The system retrieves the previous block of change description text.

F8—Nx Blk   The system retrieves the next block of change description text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system will save the advice of change record based on the document ID entered. If the record already exists, it is replaced.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or queues the record for batch processing, depending upon the user's site.

**ENTER—
Inquire**   The system retrieves the advice of change record, based on the document ID and change sequence number displayed. If the document ID and change sequence number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element **Description**

Document ID   Enter up to a 12-character posted purchase order ID, requisition ID, CS138 ID, or blanket purchase order ID. This must exist in the Purchase Order Table (PCHL2340 or 2360), the Requisition Header Table (PCHL2100), the Blanket Purchase Order Table (PCHL2342), or the CS138 Header Table (PCHL2117) respectively. (Required)

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the document without posting. Enter a 'P'(post) and select F10—Save, to post the document. When posting, the document may go into the approval path based on the ADPICS department entered on the document, not the user's department displayed in the security profile. When the document enters an approval path, the system will change the 'P' to an 'A' (approval). Once the document has completed the approval path, and the last approver approves the document, the action indicator value will become 'P,' indicating that the document has been successfully posted. (Required)

Eff Date   Enter up to an eight-digit effective date. If no date is entered, the system will default to the current date. (Required)

Change No   Leave blank if creating a new record. The system will generate a change sequence number for the document ID displayed. This may be entered for inquiry purposes.

Interface Type   Enter a two-character interface type. This must exist in the Interface Type Table (PCHL5650). The system defaults to the interface type of the document ID entered. (Required)

Note Pad   The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached.

Document Ind   Enter the two-character document indicator for the document ID entered. 'PO' is for a purchase order or direct purchase order, 'RQ' is for a requisition or job ticket, 'BP' is for blanket purchase order, and 'CS' is for CS138. (Required)

Status   The document's current status is displayed.

Change Order ID   Enter up to a 12-character change order ID to inquire on a specific advice of change. When initiating a new advice of change, the system will generate

the change order ID after the required elements have been entered, and the advice of change is saved. (Required)

Document Type   Enter the two-character document type 'AC.' This must exist in Miscellaneous Table 64 (PCHL5750). (Required)

Block Function   Enter ISRT, DLET, DUP or a Spec ID to copy: (Optional)

- 'ISRT' to insert a blank block after the current block
- 'DLET' to delete the current block
- 'DUP' to duplicate the current block
- 'SPEC ID' the specification is copied into the text area after the current block

Block   The system generates the block number. The user may enter a block number for inquiry purposes.

Line 1 — Line 10   Enter up to 70 characters of text per line for a detailed description of the change order. (Optional)

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3.8500 DOCUMENT CANCELLATION

```
PCHL8500 V4.1            ADVANCED PURCHASING/INVENTORY     04/30/2000   12:00 PM
LINK TO:                      DOCUMENT CANCELLATION


CHANGE ORDER ID: 472C0000016        ACTION IND   : N       EFF DATE : 04/30/2000
CHANGE NO      : 001                INTERFACE TYPE: CH      NOTE PAD : N
DOCUMENT IND   : REQ   CANCEL REQUISITION                  SERV DATE: 04/30/2000
DOCUMENT ID    : 472R0000092
DOCUMENT TYPE  : RQ


          CANCELLATION DESCRIPTION
BLOCK > VENDOR CANNOT SUPPLY GOODS
001   >
OF    >
001   >
      >
FUNCT >
      >
      >
      >
      >


F1-HELP      F2-SELECT     F3-DELETE     F4-BLK FUNC F5-NEXT
F7-PR BLK    F8-NX BLK     F9-LINK       F10-SAVE    F11-VW ACCT  F12-PRINT
```

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when F2 is selected. This transaction processing screen allows the user to cancel a posted requisition, purchase order, blanket purchase order, CS138, receiving report, invoice, or job ticket. This screen also allows the user to unpost a posted invitation to bid or bid entry, and to delete posted bid entries.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Select	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the

selection.

F3—Delete   The system deletes the document cancellation record, based on the document cancellation ID and change number, if the user has appropriate security. If the document record does not exist, an error message is shown and processing stops.

F4—Blk Func   Based upon the function entered by the user (ISRT, DLET, DUP, terms to copy) the system will:

- ■ 'ISRT' to insert a blank block after the current block
- ■ 'DLET' to delete the current block
- ■ 'DUP' to duplicate the current block
- ■ 'TERM ID' the term is copied into the text area after the current block

F5—Next   The system retrieves the next document cancellation record based on the change order ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document cancellation record.

F7—Pr Blk   The system retrieves the previous block of cancellation description text.

F8—Nx Blk   The system retrieves the next block of cancellation description text.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the document cancellation and generates a change order number. If the record already exists, it is replaced.

F11—Vw Acct   The system transfers to the Requisition Accounting Information Summary screen (PCHL2125) for requisitions and job tickets, or to the PO/Contract Accounting Information Summary screen (PCHL2344) for purchase orders and direct purchase orders. These screens summarize the document by suffix. This function key is only available when the document being cancelled is a requisition, job ticket, purchase order, or direct purchase order.

F12—Print   The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user's terminal, or

queues the record for batch processing, depending upon the user's site.

ENTER—   The system retrieves the record, based on the change order ID entered. If
Inquire   the change order ID currently displayed does not exist, an error message is
                     displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element	Description
Element	**Description**

Change Order ID   Enter up to a 12-character change order ID when inquiring. When initiating
                         a new change order, the system generates the change order ID after the
                         required elements have been entered, and the change order is saved.

Action Ind   The system defaults to 'N' (not posted). The 'N' value will save the
                    document without posting. Enter a 'P'(post) and select F10—Save, to post
                    the document to the accounting system. When posting, the document may
                    go into the approval path based on the ADPICS department entered on the
                    document, not the user's department displayed in the security profile.
                    When the document enters an approval path, the system will change the 'P'
                    to an 'A' (approval). Once the document has completed the approval path,
                    and the last approver approves the document, the action indicator value will
                    become 'P,' indicating that the document has been successfully posted to
                    the accounting system. (Required)

Eff Date   Enter up to an eight-digit effective date, which determines what fiscal
                  period the document will post to the accounting system. If no date is
                  entered, the system will default to the current date. When canceling a
                  requisition, purchase order, or direct purchase order, the effective date
                  month cannot be prior to the effective date month of the document being
                  cancelled. If an invalid date is entered, an error message is displayed.
                  (Required)

Change No   The system retrieves the three-digit change sequence number for the
                   document being cancelled.

Interface Type   The system retrieves the interface type based on the document being
                        cancelled. This interface type must exist in the Interface Type Table
                        (PCHL5650).

Note Pad   The system displays 'N' if there are no notes associated with the document,

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or 'Y' if notes have been attached.

Document Ind   Enter 'REQ' for requisition, 'POC' for purchase order, 'BPO' for blanket purchase order, 'CS1' for CS138, 'REC' for receiving report, 'ITB' for invitation to bid (unpost a posted invitation to bid), 'BID' for bid (cancel and delete), 'BD1' for bid (unpost a posted bid), 'IVC' for invoice, or 'JOB' for job ticket. (Required)

Service Date   Enter up to an eight-digit project or grant service date, if the document's accounting includes (or infers) a grant or project that is controlled based on the service date. This identifies the date that the service was provided for the project or grant. The service date must be on, or before, the final post date (close out date) of the grant or project. If no date is entered, the system will default to the current date. (Required)

Document ID   Enter up to a 12-character ID of the posted document to be canceled. (Required)

Document Type   The system retrieves the document type from the document being canceled. This document type must exist in Miscellaneous Table 64 (PCHL5750).

Block Function   Enter ISRT, DLET, DUP or a Term ID to copy: (Optional)

■ 'ISRT' to insert a blank block after the current block
■ 'DLET' to delete the current block
■ 'DUP' to duplicate the current block
■ 'TERM ID' the term is copied into the text area after the current block

Block   The system generates the block number. The user may enter a block number for inquiry purposes.

Line 1 — Line 10   Enter up to 70 characters of text per line for a detailed description of the document cancellation. (Optional)

3.8600 BPO DATE AND AMOUNT CHANGE

```
PCHL8600 V4.1            ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
LINK TO:                  BPO DATE AND AMOUNT CHANGE




CHANGE ORDER ID          : 472C5000050    ACTION IND    : N
                                          INTERFACE TYPE: XX
                                          DOCUMENT TYPE : 06

BLANKET PURCHASE ORDER ID: 472B5000010    OLD AMOUNT    : 100.00

              NOTE PAD: N                  NEW AMOUNT    : 110.00

                                     OLD EXPIRATION DATE  : 08/01/1995

                                     NEW EXPIRATION DATE  : 08/01/1995



F1-HELP                 F3-DELETE                     F5-NEXT
                        F9-LINK       F10-SAVE
```

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when F6 is selected. This transaction processing screen allows the user to modify the contract amount on a posted blanket purchase order or change the expiration date.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.
F5—Next	The system retrieves the next blanket purchase order date and amount change order, based on the change order ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing

begins with the first change order record.

F9—Link   The system transfers to the screen identified in the "Link To" field,
                       providing the user has the appropriate security. If security does not allow
                       access to the screen number entered, a message is displayed and processing
                       stops.

F10—Save   The system saves the blanket purchase order change order record and
                       generates a change order number. If the record already exists, it is replaced.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is
                       displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Change Order ID   Enter up to a 12-character change order ID to inquire on a specific
                         document. When initiating a new document, the system will generate the
                         change order ID after the required elements have been entered, and the
                         document is saved. (Required)

Action Indicator   The system defaults to 'N' (not posted). The 'N' value will save the
                         document without posting. Enter a 'P'(post) and select F10—Save, to post
                         the document. When posting, the document may go into the approval path
                         based on the ADPICS department entered on the document, not the user's
                         department displayed in the security profile. When the document enters an
                         approval path, the system will change the 'P' to an 'A' (approval). Once
                         the document has completed the approval path, and the last approver
                         approves the document, the action indicator value will become 'P,'
                         indicating that the document has been successfully posted. (Required)

Interface Type   The system retrieves the appropriate interface type based on the document
                         ID entered.

Document Type   The document type defaults to '06' for all blanket purchase order amount
                         change orders.

Blanket Purchase   Enter the 12-character blanket purchase order ID. This must exist in the
Order ID   Blanket Purchase Order Writing Table (PCHL2342). (Required)

Old Amount	The system displays the current dollar amount, based on the blanket purchase order ID.
New Amount	Enter the new blanket purchase order dollar amount. (Required, if the expiration date has not been changed.)
Old Expiration Date	The system displays the current expiration date, based on the blanket purchase order ID.
New Expiration Date	Enter the new expiration date. (Required, if the new amount has not been changed.)

3.8700 CS138 CHANGE ORDER INQUIRY

```
PCHL8700 V4.1              ADVANCED PURCHASING/INVENTORY          10/15/1999  10:17 AM
LINK TO:                     CS138 CHANGE ORDER INQUIRY                 PAGE  00 OF 00

CS138 ID:
-----------------------------------------------------------------------------
 S    CHANGE ORDER ID    SEQ NO          TYPE            STATUS






















F1-HELP     F2-SELECT                                   F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
```

Screen Description

This screen can be accessed from the Change Order menu (PCHL8000) when F6 is selected. This inquiry screen allows the user to view change orders written against a specific CS138. For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F5—Select	The system transfers to the appropriate screen for the record marked with an 'S' in the selection indicator column. If the document is an Advice of Change, then the system transfers to the Advice of Change screen (PCHL8010). If it is a cancellation document, then the system transfers to the Document Cancellation screen (PCHL8500). These screens allow the user to view the change order document with proper security.
F7—Prior Pg	The previous page of change orders is retrieved and displayed, based on the CS138 ID and first change order ID displayed. If the first change order ID

is already displayed, a message is displayed indicating that the first page has been reached.

F8—Next Pg   The next page of change order is retrieved and displayed, based on the CS138 ID and last change order ID displayed. If the last change order ID is already displayed, a message is displayed indicating that the last page has been displayed.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

Enter—Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

3.9100 ELECTRONIC NOTE PAD

```
PCHL9100                ADVANCED PURCHASING/INVENTORY        08/15/1994  12:00 PM
LINK TO:                     ELECTRONIC NOTE PAD                      PAGE  01 OF 01

REQ HEADER ENT  2100

THE FIRE DEPARTMENT NEEDS THESE HOSES TO REPLACE THE OLD ONES, WHICH WERE
PURCHASED OVER 5 YEARS AGO.  THESE NEW HOSES SHOULD LAST THE DEPARTMENT AT
LEAST 7 YEARS.




F1-HELP        F2-INS LINE     F3-DEL LINE     F4-AUDIT     F5-TOP         F6-COPY
F7-PRIOR PG  F8-NEXT PG        F9-LINK         F10-SAVE     F11-INS PAGE   F12-DEL PAGE
```

Screen Description

This screen can be accessed from any screen that includes a note pad indicator field. It is accessed when the user enters 'NOTE' in the "Link To" field and F9 is selected. This transaction processing screen allows the user to view and/or attach a note to the accessing document.

Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F2—Ins Line	The insert line function inserts a line above the line the cursor is currently located on. Having the line inserted above the current line allows the user to insert above the first line on the page. The page can only handle 15 lines. If the user attempts to insert more lines than the 15 lines provided, a message is returned to the user indicating that the process failed and that another function is required.

F3—Del Line   The delete line function on the electronic notepad removes the line the cursor is currently located on and moves all the lines below that line up one line.

F4—Audit   Every line of input within the notepad is tracked by the system. If it is necessary to determine who last updated a page or a line, the audit key shows the user's name and the date the note was entered. Audit information cannot be altered by the user. The user can return the main text screen by selecting any F key. It is important to note that the user must select either the add key (if page did not previously exist) or the change key (if page previously existed) before entering the audit process. Otherwise, any changes made to the current page's text prior to viewing the audit information will be lost.

F5—Top   This returns the user to the first page of the notepad and positions the cursor on the first line.

F6—Copy   The line on which the cursor is positioned is marked for copying. The user must then move the cursor to where the marked line is to be placed and F6 is selected. The marked line will replace the chosen destination line.

F7—Prior Pg   The prior page function allows the user to scroll backward through the notepad in reverse sequential order. If the first page of the notepad is displayed, a message is returned to the user indicating that the beginning of the file has been encountered.

F8—Next Pg   The next page function allows the user to scroll forward through the notepad in sequential order. If the last page of the notepad is displayed, a message is returned to the user indicating that the end of the file has been reached.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Save   The system saves the note pad record, based on the screen ID displayed   If the record already exists, it is replaced. Each note pad page is considered a record.

F11—Ins Page   The insert page function allows a user to copy a page to a new page number or to insert a page between two existing page numbers. A page is inserted by placing the desired page number in the header area and selecting F11. If

the page already exists, it cannot be copied over. If the user wishes to insert between two pages, the insert key must be used without changing the page number. This in turn increments all page numbers after the current number up by one and inserts the page in the current page number.

F12— Del Page   The delete page function deletes a page from the notepad and reduces all subsequent page numbers by one. A confirmation message is displayed before the delete is executed. At this message prompt, the user must enter F12 again to complete the delete page process. The page after the deleted page is then displayed.

ENTER—   The system retrieves the record, based on the page number entered. If the
Inquire   page number currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Free-form Text   Enter the free-form note. Each note pad page allows the entry of up to 15
Field   lines of text. Each line contains 76 characters. When the end of the line is reached, the cursor automatically goes to the next line. To move the cursor to the next line, select the TAB key. Do not select the ENTER key. Selecting the enter key will erase all unsaved text. Save each page before accessing the next page. Each page is treated as an individual record.

Users with update capability can only update notes that they have entered. They cannot update another user's note. Users with delete capability can update/delete anyone's note.

3.9200 DOCUMENTATION AUTHORIZATION MENU

```
PCHL9200 V4.1           ADVANCED PURCHASING/INVENTORY        08/15/1994   12:00 PM
LINK TO:                  DOCUMENT AUTHORIZATION MENU

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            USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

              (1)  - DOCUMENT AUTHORIZATION MAILBOX
              (2)  - DOCUMENT AUTHORIZATION TRACKING - ACTIVE
              (3)  - DOCUMENT AUTHORIZATION TRACKING - ARCHIVED
              (4)  - APPROVAL PROCESSING TABLE MAINTENANCE MENU
              (5)  - RETURN NOTIFICATION MAILBOX




              (CL) - EXIT
```

Screen Description

This menu is accessed from the Main menu (PCHL0000) when F10 is selected. This transaction processing menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following five selections:

■ Documentation Authorization Mailbox
■ Document Authorization Tracking - Active
■ Document Authorization Tracking - Archived
■ Approval Processing Table Maintenance Menu
■ Return Notification Mailbox

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

Available Function Keys

Function Key	Action
F1— Documentation Authorization Mailbox	The system transfers to the Document Authorization Mailbox (PCHL9210). This screen allows the user to view the list of documents awaiting his/her approval. This screen also allows the user to approve or reject a document.
F2—Document Authorization Tracking — Active	The system transfers to the Document Authorization Tracking — Active screen (PCHL9220). This screen allows the user to inquire on a list of users who have approved or rejected an active document.
F3—Document Authorization Tracking— Archived	The system transfers to the Document Authorization Tracking — Archived screen(PCHL9230). This screen allows the user to inquire on a list of users who have approved or rejected an archived document.
F4—Approval Processing Table Maintenance Menu	The system transfers to the Approval Table Maintenance menu (PCHL5980). From this screen, the user can select one of five Approval Processing Table Maintenance screens.
F5—Return Notification Mailbox	The system transfers to the Return Notification Mailbox screen (PCHL9212). This screen allows the user to view rejected documents that have been returned.
CL—Exit	The system transfers to the previously viewed screen.

3.9210 DOCUMENT AUTHORIZATION MAILBOX

```
PCHL9210 V4.1              ADVANCED PURCHASING/INVENTORY    08/15/1994   12:00 PM
LINK TO:                   DOCUMENT AUTHORIZATION MAILBOX         PAGE  00 OF 00

DEPARTMENT   : 12345678    FINANCE
DOCUMENT     : **     ALL DOCUMENTS
DOCUMENT TYPE: **     ALL DOCUMENT TYPES
VIEWING LEVEL: 999

    REJ/          DOC   LEVEL/                     TOTAL       CREATE   CHG  DAYS
S   AUTH NTP DOC TYPE    USER       DOC ID         AMOUNT       DATE    IND  OUT
         N   IV  IV  LEV- 005  000000021            25.98
         N   RQ  RQ  LEV- 005  RQ0000252           128.32
         N   RQ  RQ  LEV- 005  RQ0000300            25.00
         N   RQ  RQ  LEV- 005  RQ0000321           320.00




                                                    SIGNATURE:
F1-HELP          F2-SELECT
F7-PRIOR PG      F8-NEXT PG     F9-LINK   F10-REJ/AUTH  F11-NOTEPAD
```

Screen Description

This screen is accessed from the Document Authorization menu (PCHL9200) when F1 is
selected. This transaction processing screen allows the user to approve or reject documents
awaiting his or her approval. From this screen the user can authorize or reject documents
awaiting the approval of a user in his/her department at or below his/her user level. This screen
allows the user to set the group of documents, document types, and viewing level desired. If a
document is rejected, the system transfers to the Rejection Routing screen (PCHL9211) where
the user selects the station in the approval path to which the document should be returned.

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields.

Available Function Keys

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen
                     displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the document screen for the record marked with an 'S' in the selection indicator column., based on document indicator. For example, a purchase order would transfer to the Purchase Order Document Inquiry screen (PCHL2150).

F7—Prior Pg   The previous page of documents awaiting the user's approval is retrieved and displayed, based on the department, document, document type, and viewing level, and first document displayed. If the first document is already displayed, an error message is shown.

F8—Next Pg   The next page of documents awaiting the user's approval is retrieved and displayed, based on the department, document, document type, and viewing level, and last document displayed. If the last document is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F10—Rej/Auth   The system saves the authorization record, and either rejects or authorizes the approval, based on the value in the Rej/Auth field. An 'R' rejects the document, and an 'A' authorizes (approves) the document.

The system prompts the user for an electronic signature if one has not already been entered. The signature entered is compared with the user's signature stored in the Electronic Signature Table Maintenance screen (PCHL5984), and displays an error message if they differ. If an 'A' is entered, the document is authorized, the status is changed to "AUTH" and the document is routed to the next station in the approval path, or posted if there are no more stations in the approval path. If an 'R' is entered, the system changes the document's status to "REJT" and transfers to the Rejection Routing screen (PCHL9211).

F11—Notepad   The system transfers to the Electronic Note Pad screen (PCHL9100) for the selected document. This screen allows the user to view or attach a note regarding the selected document.

ENTER—   The system retrieves the record, based on the document ID entered. If the
Inquire   document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

State of Michigan

Input Coding Instructions

Element	Description
Element	**Description**

Department — Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user's Security Record. (Required)

Document — Enter the two-character code identifying the document. This must exist in Miscellaneous Table 63 (PCHL5750). The default value is "**" denoting all documents. (Required)

Document Type — Enter the two-character code identifying the type of document. This must exist in Miscellaneous Table 64 (PCHL5750). The default value is "**" denoting all document types. (Required)

Viewing Level — Enter either a specific viewing level or wildcard characters "***" denoting all levels at or below the user's level. The default value is the user's level, as defined in the user's Security Record. (Required)

Selection Indicator — Enter an 'S' in this field to select a document. When F2 is selected, the system transfers to the appropriate document screen, based on the document selected.   These screens allow the user to view the document record. When F11 is selected, the system transfers to the Electronic Note Pad screen (PCHL9100). This screen allows the user to view or enter a note for the associated document. (Optional)

Reject/Auth — Enter an 'A' to authorize the document or an 'R' to reject the document. (Optional)

NTP — The system retrieves the note pad indicator, based on the document ID displayed.

Doc — The system retrieves the document, based on the document ID displayed.

Doc Type — The system retrieves the document type, based on the document ID displayed.

Level/User — The system retrieves the approval level or user ID of the user, based on the document ID displayed.

Doc ID — The system retrieves the document ID, based on the department, document,

document type, and viewing level entered.

Total Amount	The system retrieves the total dollar amount of the document ID displayed.
Create Date	The system retrieves the create date of the document ID displayed.
Chg Ind	The system retrieves the change indicator, based on whether the approver changed the document displayed. A 'Y' indicates that the document was changed while in the approval path. If the document has not been changed, the field is blank.
Days Out	The system retrieves the days out, which is the number of days that the document has been in the approval path.
Signature	Enter an authorized electronic signature. This must exist in the Signature Table (PCHL5984). (Optional)

3.9211 DOCUMENT REJECTION ROUTING

```
PCHL9211 V4.1            ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
LINK TO:                   DOCUMENT REJECTION ROUTING                 PAGE  00 OF 00

DOCUMENT ID : RQ00005

             BUYING                                APPRV           ACTIVITY
S            ENTITY              USER              LEVEL   STATUS    DATE
        1     2000    WILLIAM SMITH                900
        2             ANN MARIE HALE               800
        3     4000    AMANDA JONES                 200
        4             AVELINO RAMOS                500


F1-HELP          F2-SELECT
F7-PRIOR PG      F8-NEXT PG      F9-LINK
```

Screen Description

This screen is accessed from the Document Authorization Mailbox (PCHL9210) when a document is rejected. This transaction processing screen allows the user to direct a rejected document to a previous station in the document approval path. After the user selects a station, the system automatically transfers to the Electronic Note Pad screen (PCHL9100), prompting the user to provide an explanation for rejecting the document.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

Function Key	Action

Function Key   **Action**

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the Electronic Note Pad screen (PCHL9100) for the user marked with an 'S' in the selection indicator column. This screen allows the user to enter an explanation of the rejection. If the initiator (the first approver) is selected, the document is taken out of approval processing, and is transferred to the initiator's Rejection Notification Mailbox (PCHL9212). If other than the initiator is selected, the document will remain in the approval path, and be transferred to the selected approver's Document Authorization Mailbox (PCHL9210).

F7—Prior Pg   The previous page of approval stations is retrieved and displayed, based on the document ID and first approver displayed. If the first approver is already displayed, an error message is shown.

F8—Next Pg   The next page of approval stations is retrieved and displayed, based on the document ID and last approver displayed. If the last approver is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

ENTER—
Inquire   The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

Document ID   Enter up to a 12-character document ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)

Selection   Enter an 'S' in this field to select the approver to which the rejected document should be routed. When F2 is selected, the system transfers to the Electronic Note Pad screen (PCHL9100). This screen allows the user to enter an explanation for the rejection. (Optional)

Buying Entity   The system retrieves the buying entity of the user.

User   The system retrieves the user's name.

Apprv Level   The system retrieves the approval level.

Status   The document's current approval status is displayed.

Activity Date   The system retrieves the activity date, based on the status displayed.

Reissue Date: **January 2, 1996**

Revised: **October 1, 1999**

ADPICS

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Transaction Processing

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3.9212 RETURN NOTIFICATION MAILBOX

```
PCHL9212 V4.1             ADVANCED PURCHASING/INVENTORY      08/15/1994   12:00 PM
 LINK TO:                   RETURN NOTIFICATION MAILBOX                PAGE  00 OF 00


     USER ID : PMM   TEST USER RECORD


                    DOC  DOC   CREATE   CHG  DAYS                          REJECT
 S  NTP    DOC ID   IND TYPE    DATE    IND  OUT        REASON CODE          BY
    N   RQ00032     RQ   RQ    080193                ERROR
    Y   PO00014     PO   PO    081293   Y    30      REJECTED







 F1-HELP         F2-SELECT
 F7-PRIOR PG     F8-NEXT PG    F9-LINK                        F11-NOTEPAD
```

Screen Description

This screen is accessed from the Document Authorization menu (PCHL9200) when F5 is
selected. This transaction processing screen allows the user to view his/her initiated documents
that received posting errors, or were rejected back to him/her. This screen allows the user to
modify the document and attempt to re-post the document, or delete the document. The user is
notified of rejected documents by a message displayed on the Main menu (PCHL0000).

For start-up processing, the current date and time are retrieved and moved to the appropriate
screen fields.

Available Function Keys

Function Key	Action

F1—Help   The system transfers to the Help Inquiry screen (PCHL9000). This screen
                  displays help information for the screen being viewed when F1 is selected.

F2—Select   The system transfers to the appropriate document header screen, based on the
                  document marked with an 'S' in the selection indicator column.   For
                  example, selecting a purchase order would transfer to the Purchase
                  Order/Contract Writing screen (PCHL2340). Transferring to the document
                  header screen allows the user to view and/or correct the rejected document.

F7—Prior Pg   The previous page of returned documents is retrieved and displayed, based on the document ID and first returned document displayed. If the first returned document is already displayed, an error message is shown.

F8—Next Pg   The next page of returned documents is retrieved and displayed, based on the document ID and last returned document displayed. If the last returned document is already displayed, an error message is shown.

F9—Link   The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

F11—Notepad   The system transfers to the Electronic Note Pad screen (PCHL9100) for the selected document. This screen allows the user to view or attach a note regarding the selected document.

ENTER—   The system retrieves the record, based on the user ID entered. If the user ID
Inquire   currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit   The system transfers to the previously viewed screen.

Input Coding Instructions

Element   **Description**

User ID   Defaults up to an eight-character user ID or it may be entered. This must exist in the Primary User Security Table (PCHL7600). (Required)

Selection   Enter an 'S' in this field to select the document. When F2 is selected, the
Indicator   system transfers to the document header screen for the selected document. The header screen allows the user to view and/or correct the selected document. When F11 is selected, the system transfers to the Electronic Note Pad screen (PCHL9100). This screen allows the user to view the rejection explanation for the selected document. (Optional)

Doc ID   The system retrieves the document ID, based on the user ID entered.

NTP   The system retrieves the note pad indicator. Possible values are "N" or "Y" based on whether the document ID displayed has a note pad attached.

Reissue Date: **January 2, 1996**

Revised: **October 1, 1999**

ADPICS

Terminal Users Guide
Transaction Processing

Page: **3.9212-3**

Doc Ind   The system retrieves the document indicator, based on the document ID.

Doc Type   The system retrieves the document type, based on the document ID.

Create Date   The system retrieves the date the document was rejected or erred, based on the document ID.

Chg Ind   The system retrieves a 'Y' if the document was changed while it was in approval or resubmitted and blank if it was not.

Days Out   The system retrieves the number of days the document has been in approval.

Reason Code   The system retrieves the reason code associated with why the document was rejected.

Reject By   The system retrieves the initials of the user that rejected the document.